



COUNTY OF SAN DIEGO
DEPARTMENT
OF
HOUSING AND COMMUNITY DEVELOPMENT

Notice of Funding Availability (NOFA)
For
Affordable Housing Construction,
Acquisition and Rehabilitation

Release Date: February 22, 2007

Submission Date: OPEN

Source of Funds:

Community Development Block Grant Program (CDBG)

HOME Investment Partnerships Program (HOME)

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Director

www.sdcounty.ca.gov/sdhcd/library/nofa.html

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NOTICE OF FUNDING AVAILABILITY (NOFA)

INTRODUCTION

In releasing this Notice of Funding Availability (NOFA), the goal of the County of San Diego, Department of Housing and Community Development (HCD) is to facilitate construction, acquisition, and rehabilitation of affordable multifamily rental housing for San Diego's very low and low income households by providing gap financing at rates below those charged by commercial lending institutions. HCD expects its loans to be leveraged with other resources that may include private equity, loans from lending institutions, and/or funds from Federal, State or local programs such as Low Income Housing Tax Credits, Tax-Exempt Multifamily Housing Revenue Bonds, Supportive Housing Program and the State's Multifamily Housing Program (MHP).

Qualified nonprofit and private developers who can demonstrate their ability to build, operate, or acquire and rehabilitate affordable housing are encouraged to submit proposals. Proposed developments must have the proportion of rent restricted units to the total number of units in the project at least equal to the proportion of County HCD investment to the project's total development cost. Unrestricted units are not eligible for subsidy. Restricted units must remain affordable for a minimum of 55 years.

Housing applications for "senior housing", "family housing", those proposals that will serve "special needs" populations, and those that incorporate Energy Efficient and/or On-site Energy Generation components, are encouraged.

Submittals marked "Department of Housing and Community Development, County of San Diego, Attn: Community Development Division" will be received at HCD offices, at 3989 Ruffin Road, until all available funds have been allocated or until further notice. Submittals must consist of a signed original and one copy of both the application and supplement, both with original signatures. Faxed copies will not be accepted.

FUNDING AVAILABILITY

Approximately \$3 million is available under this NOFA for multifamily rental housing development or other eligible affordable housing activities. Additional funds may be made available during HCD's fiscal year. Awards are contingent upon receipt of funding from the U.S. Department of Housing and Urban Development (HUD).

Through the HUD funded Community Development Block Grant (CDBG) program and HOME Investment Partnerships (HOME) program, this NOFA makes available approximately \$3 million to further affordable housing development within the Urban County. The Urban County consists of the unincorporated area and the cities of Coronado, Del Mar, Imperial Beach, Lemon Grove, Poway, and Solana Beach.

These funds are available to Community Housing Development Organizations (CHDOs), Community Based Development Organizations (CBDOs), other nonprofit and private affordable housing developers, and public entities.

Tax-exempt bonds may also be available. If tax-exempt bonds will be used in the project financing, please contact Hugo Mora at (858) 694-4877 regarding the issuance of County or Housing Authority multifamily bonds.

DEVELOPER CAPACITY

Applicant capacity to perform administrative, managerial, and operational functions, and to oversee the work necessary for successful completion of the proposed development, will be evaluated. Please provide the Developer Disclosure Statement (**Attachment H**). To be eligible for HCD financing, an applicant must:

1. Exhibit the prior work of staff, partners, or consultants resulting in successful development of affordable rental housing. Successful development may be in operation, construction, acquisition, acquisition with rehabilitation, or any combination of accomplishments that created or preserved affordable rental housing.
2. Possess control of the proposed development site through fee title, an option to purchase, a disposition and development agreement with a public agency, a land sales contract, a leasehold with development provisions, or any other enforceable instrument approved by HCD.

CONDITIONS

HCD reserves the right to determine which funding source will be used to fund specific proposals, negotiate and award contracts to multiple applicants and request additional information from applicants. By the act of submitting a proposal, applicants acknowledge and agree to the terms and conditions of this NOFA and to the accuracy of the information they submit in response. HCD reserves the right to reject any and all submittals, waive any irregularities in the submittal requirements, or cancel this NOFA. All submittal packages become the property of HCD and, as such, are subject to the Public Information Act and become public property.

All requirements of the federal Community Development Block Grant Program (CDBG) and the federal HOME Investment Partnership Program (HOME) apply under this NOFA. Assistance with these regulations may be obtained from HCD by calling (858) 694-8741. For reference, an abridged set of HOME rules (**Attachment B**) is contained herein.

TECHNICAL ASSISTANCE, CLARIFICATION AND ADDENDA

Consultation with County HCD staff to discuss potential project concepts, funding regulations, application requirements, etc. is available year-round by appointment. County HCD staff will be available for clarification of application contents and regulations. Requests for clarifications regarding this NOFA should be directed to: Tom D'Lugo, Department of Housing and Community Development, 3989 Ruffin Road, San Diego, CA 92123-1890, or at (858) 694-8741.

The required NOFA Supplement is available as an electronic file. Please contact Tom D'Lugo by phone or via E-mail at Tom.Dlugo@sdcounty.ca.gov to obtain electronic forms.

Substantive changes in the submittal requirements, if any, will be made and issued in the form of an addendum to all organizations requesting a NOFA package.

PROPOSAL REQUIREMENTS

Responsive proposals adequately address the following issues.

- Acceptable Developer Fee
- Accessibility
- Affirmative Fair Housing Marketing Plan
- Affordability
- Audited Financial Statements/Single Audit
- Crime-Free Multifamily Housing
- Community Review and Land Use Approvals
- Competitive Bidding Requirements
- Energy Efficiency
Proposals involving construction of new housing are expected to contain descriptions of specific measures that will be taken to make the units energy efficient. An Energy Efficiency-Based Utility Allowance (EEBUA) schedule is available to qualified projects. Contact HCD staff for more information.
- Environmental Review and Hazardous Waste Assessment
- Equal Opportunity
- Lead-Based Paint Compliance
- MAI Appraisal & Review appraisal
- Management Plan
- Match Requirements for HOME Funds
- Minimum Organization Standards for Nonprofit Developers
- Minority and Women's Business Enterprise-Contracting Requirements
- Prevailing Wage Rates/Davis Bacon

Generally, the use of public funds in housing development initiates compliance with the Davis Bacon Act and requires payment of Federal Labor Wage rates or State Prevailing Wages to construction workers. Applicants must use these lawful wage rates in the

calculation of development expense. HCD may assist developers in acquiring wage rate determinations.

- Priorities and Underwriting Criteria
 - Maximum Loan-to-Completion-Value Ratio: 95%
 - Minimum Property Debt Coverage Ratio: 1.05
 - Purchase Price of Proposed Development Site Not to Exceed Appraised Value
- Rehabilitation Estimate

Proposals involving rehabilitation or acquisition/rehabilitation must contain specific information on the physical condition of the structure(s), as well as the estimated cost for the rehabilitation work, and may require testing of major building systems.
- Relocation Requirements – subject to the Uniform Acquisition and Relocation Act of 1970 (URA) as revised and Section 104(d) of the Housing and Community Development Act of 1974, as amended.
- Replacement Reserves (Reserve study may be required)
- Section 3 Requirements (see <http://www.hud.gov/offices/fheo/progdesc/emp-lowr.cfm>)
- Site Control
- Timeline for Loan Closing and Disbursement of Funds

PROPOSAL REVIEW

Initial proposals are subject to preliminary review for completeness. HCD staff will review all proposals containing the required items. Applicants submitting incomplete or ineligible proposals will be so notified. The selection procedure will include evaluation of proposal financing demonstrated in the HCD General NOFA Application and the NOFA Supplement. A determination will also be made concerning the consistency of the proposal with the priorities outlined in the County of San Diego Consortium Consolidated Plan. Funded proposals must comply with the regulations of the program(s) through which they receive funding—CDBG and/or HOME.

Following the above review, the application and HCD staff comments will be considered by an HCD staff committee. Based on the committee review, the Community Development Division Chief will then make recommendations to the Director of HCD for County Board of Supervisors/Board of Directors consideration.

REQUIREMENTS FOR SUBMITTAL

To be responsive, a complete NOFA Application must contain the following items:

HCD General NOFA Application (pages 13-75)

NOFA Supplement (Available Through Consultation with HCD Staff)

This form includes a statement of estimated rental income (RI) used to determine financial feasibility and affordability. (Use **Attachment E and F** to make the necessary calculations.) Proposals with high levels of affordability will be favored. HOME Program regulations require the number of HOME-restricted units in a development be at least proportional to the amount of HOME funds invested when compared to the total development cost. Please contact Tom D'Lugo by phone or via E-mail at Tom.Dlugo@sdcountry.ca.gov to obtain electronic forms.

Affordability

Attachment E outlines income eligibility levels as well as affordable rent limits. Preference will be given to those projects with the greatest number of units at the lowest possible rents.

- Housing units are "affordable" when housing expenses, including an adjustment for utilities, are no more than thirty percent of adjusted household income.
- "Extremely Low-income" households are defined here as households whose adjusted household income is at or below 30 percent of area median income (AMI).
- "Low-income" households are defined here as households whose adjusted household income is between 31 and 50 percent of area median income (AMI).
- "Moderate-income" households are defined here as households whose adjusted household income is between 51 and 80 percent of AMI.
- "Median income" is defined and published periodically by the United States Department of Housing and Urban Development (HUD) for the San Diego Standard Metropolitan Statistical Area. Currently, the median household income for a family of four is \$64,900.
- For more information, please see:
http://www.huduser.org/Datasets/IL/IL06/ca_fy2006.pdf

Articles of Incorporation and By-Laws

Audited Financial Statements

Submitted audited financial statements must be current within the last 12 months, and must include a Financial Statement indicating surplus or deficits in operating accounts, a detailed itemized listing of income and expenses, and the amounts of any fiscal reserves. (Such audit shall be prepared in accordance with the requirements of the County, certified by an independent certified public accountant licensed in California or other accountant acceptable to the County).

In accordance with Office of Management and Budget OMB Circular A-133, any non-federal entity, including States, Local Governments, and Non-Profit Organizations, that expend \$500,000 or more in a year in Federal awards shall have an OMB Circular A-133 single audit conducted for that year. (See <http://www.whitehouse.gov/omb/circulars/a133/a133.html>)

If applicable, provide a copy of the OMB Circular A-133 audit and written notification of the results of the OMB Circular A-133 audit. In addition, in compliance with all Federal requirements provide HCD with the corrective action plan for any deficiencies identified in the OMB Circular A-133 audit and the latest status of the corrective action plan.

Board Resolution

An applicant must submit a resolution of its Board of Directors authorizing the submittal of a proposal and identifying who is authorized to execute documents. (Use **Attachment K.**)

Certifications:

- For CBDOs, a copy of CBDO certification
- For CHDOs, a copy of CHDO certification
- For Nonprofit Organizations-proof of 501(c)(3) status and an up-to-date roster of the applicant's board of directors.

Community Review and Land Use Approvals

Applicants must provide evidence, at the time the application is submitted, that the project, as proposed, is zoned for the intended use, and has obtained all applicable local land use approvals, which allow the discretion of local elected officials to be applied. Examples of such approvals include, but are not limited to, general plan amendments, rezonings, and conditional use permits. Local land use approvals not required to be obtained at the time of application include design review, initial environmental study assessments, variances, and development agreements.

Whether or not discretionary permits are necessary, applicants submitting proposals involving new construction, acquisition, or change of use must present the proposal to the appropriate Community Planning/Sponsor Group and request their vote on the project, prior to submittal of the NOFA application. The application must document the Planning/Sponsor Group's response to the presentation and/or vote on the proposal, if one was taken.

Consistency with the FY 2005-2010 County of San Diego Consortium Consolidated Plan

Applicants are required to demonstrate that their project is consistent with the current HUD-approved Consolidated Plan for the County of San Diego, and if applicable, for the jurisdiction where the project is located.

Crime-Free Multifamily Housing Program

Proposals must contain an element designed to provide Crime-Free Multifamily Housing in apartment complexes within the Urban County. This provision is included in order to ensure a crime free environment for residents. It would provide special services in apartment developments to decrease all types of illegal activities, and would include an educational component for owners and renters, physical inspections to improve lighting and landscaping, and information sharing to establish neighborhood identity. These services are supported by the County Sheriff's Department Crime-Free Multifamily Housing program. Through the Community Oriented Policing and Problem Solving Unit, the Sheriff provides informational sessions on how to cut crime in multifamily neighborhoods. Expenses associated with the Crime-Free Multifamily Housing Program for the proposed project should be covered in the project budget. An outline of the project's Crime Free Housing Program must be submitted with the application. In addition, a full description of the project's crime free program must be included in the Management Plan.

Developer's Disclosure Statement

Use **Attachment H**. Applicants must identify the individual(s) authorized to negotiate on behalf of the developer and identify members of the development team. Include the credentials of the development team members.

Evidence of Compliance with Previous HCD Loans (Use Attachment I.)

Evidence of Funding Commitments

Letters from other lenders must include the name, title, and telephone number of the responsible contact person. HCD must be advised if Applicant will be requesting that HCD subordinate financial interests and /or regulatory agreements to other lenders or loans on this project.

Evidence of Site Control

Applicants must possess control of the proposed development site through fee title, an option to purchase, a disposition and development agreement with a public agency, a land sales contract, leasehold with development provisions, or any other enforceable instrument as approved by HCD.

Hazardous Waste Assessment

A housing development proposal (acquisition, rehabilitation, or new construction) must have, at a minimum, an approved Phase I Hazardous Waste Assessment Report. This report is to be submitted with the NOFA application. A hazardous materials (asbestos, lead paint) inspection report may also be required. In addition, testing for asbestos, residual pesticides, mold, and water damage may be required. In certain situations, a Phase II and Phase III Environmental Assessment may be necessary. Time requirements for these reviews vary substantially, depending upon the potential for environmental impact. Please note that additional expenses may be incurred in preparing these required reviews. The NOFA applicant is responsible for these costs.

Location map, site plan, floor plan, photos

Master Appraisal Institute (MAI) Appraisal

An MAI Appraisal is required for all acquisition, rehabilitation and new construction projects.

An appraisal must determine both the “as-is” and “after-rehab” values of the development. Appraisals can take several weeks to complete, so do not delay this requirement. New construction applicants are required to submit a land-only and an “as-built” appraisal, along with market studies to assist HCD in establishing value.

A review appraisal will need to be conducted in accordance with the Uniform Relocation Act.

Match Requirements

HOME funds require a 25 percent match for acquisition, substantial or moderate rehabilitation activities, and new construction.

Minimum Organization Standards for Nonprofit Developers

Nonprofit applicants for HCD loans must provide certification of the following organization standards:

- A minimum of four directors establishes a quorum for conducting organization business;
- The organization conducts quarterly board meetings;
- Quarterly financial statements are reviewed by the board of directors; and,
- The executive director and other paid staff do not serve as voting board members.

Partnership Agreement (if applicable)

Project Location

Projects must be located within the jurisdiction of the Urban County of San Diego or serve residents of the Urban County. The following areas are eligible:

- Unincorporated Area of the County of San Diego;
- City of Coronado;
- City of Del Mar;
- City of Imperial Beach;
- City of Lemon Grove;
- City of Poway;
- City of Solana Beach.

Affordable housing activities located outside the eligible areas outlined above may be considered only for those proposals, which clearly demonstrate a benefit to “special needs” residents of the Urban County. In addition, there must be a substantial local contribution by the local jurisdiction involved and a proportional sharing of affordable housing credits. Local jurisdiction’s commitment for funding should be evidenced at the time the application is submitted.

Rehabilitation Estimate

All HCD-funded developments involving acquisition must include the repair or replacement of major building systems to extend the service life of the property improvements for a minimum of 15 years. Testing of major building systems may be required. Applicants are encouraged to obtain a Preliminary Cost Estimate prior to making a final offer for purchase of a property.

To avoid delays, applicants must provide a termite report for any acquisition project. In addition, testing for asbestos, residual pesticides, mold, and water damage may be required.

NOTE: Proposals involving buildings constructed prior to 1978 may be adversely affected by strict regulations requiring the remediation/removal of lead-based paint and asbestos-containing building materials, making rehabilitation of older buildings infeasible in some cases.

Relocation Plan

NOFA applications involving relocation of residents shall include an anti-displacement/relocation plan in compliance with relocation laws. Developers are strongly encouraged to contract with a relocation consultant to manage their relocation process. Either the California Relocation Assistance Act or Uniform Acquisition and Relocation Act of 1970 (URA) as revised and Section 104(d) of the Housing and Community Development Act of 1974, as amended, may apply. Proposed relocation plans must budget for all tenant relocation and displacement costs, including

costs for temporary relocation during construction or rehabilitation. Relocation Plans must also include a current copy of rent rolls, as of the date of submission, detailing family income, household characteristics, and current rent paid by each household in the proposed project.

Replacement Reserve Analysis

An adequate replacement reserve will show a breakdown of the age of all major systems in the development (the roof, plumbing, etc.), the expected life of these systems, and the amount of funds that will be set aside annually so that the necessary funding will be available to replace these systems.

Schedule and Analysis of Real Estate Owned (Use Attachment M)

Tax Credit Application with date of submission (if applicable)

Tenant Characteristics Form

If the proposed development is currently occupied, a Tenant Characteristics Form is required to determine the extent of relocation. Use **Attachment J**.

Timeline for Loan Closing and Disbursement of Funds

Time is of the essence to expend committed funds. Upon approval of an HCD loan commitment, funds will be reserved for the project for a maximum of one year. In extraordinary circumstances, requests for time extensions may be approved if accompanied by appropriate justification. HCD, in its sole discretion, may approve or deny such requests.

Recipients will be required to execute a loan agreement, promissory note, deed of trust, regulatory agreement, and other related loan and construction documents. **Expenses incurred prior to execution of the loan documents will not be eligible for reimbursement.** Loan funds will not be disbursed until the loan is closed through escrow and, if the proposal includes relocation of residents or businesses, the developer's relocation consultant has submitted a Relocation Plan and has issued all appropriate Uniform Relocation Act Required Notices and any other informational requirements to all existing tenants. Loan funds will be disbursed for work completed following HCD approval in a form prescribed by HCD. Verifiable documentation of expenses must be submitted with all payment requests.

The County of San Diego reserves the right to reallocate funds from one approved project to another or to a new activity, or to cancel fund reservations at its discretion, if projects are not proceeding satisfactorily (in the sole opinion of County) towards commencement of the proposed activity. In addition, the Director of HCD is authorized to negotiate and execute all contracts within 12 months of approval by the Board of Supervisors or the Housing Authority Board of Commissioners, and to take all necessary actions for the submittal and/or regulatory processing for the implementation of affordable housing projects.

REQUIREMENTS FOR BOARD CONSIDERATION

Once a proposal is approved by HCD staff as eligible and complete, the following items are needed prior to Board of Supervisors/Board of Directors consideration of the proposal. (It is preferred that applicants submit the following items with the application, although they may be submitted anytime prior to Board consideration of the proposal.)

“As-Built” Appraisal for New Construction Proposals

In addition to the land-only MAI appraisal required for new construction proposals, an “as-built” appraisal will be required prior to Board consideration of funding.

Certificate of Compliance with the HCD Equal Opportunity Program

It is the policy of the Department to encourage equal opportunity in contracts. Toward this end, proposals from disabled veteran-owned businesses, women-owned businesses, firms owned by African-Americans, American Indians, Asian Americans, Filipinos, Latinos, and local firms are strongly encouraged. Prime contractors are encouraged to subcontract or joint venture with these firms. HCD endeavors to do business with firms sharing HCD’s commitment to equal opportunity and will not do business with any firm that discriminates on the basis of race, religion, ancestry, age, gender, disability, medical condition or place of birth. Use **Attachment L**.

CEQA Documentation

Proposed projects must complete the California Environmental Quality Act (CEQA) environmental review. County staff will assist with preparation of CEQA documentation and a completed review must be submitted no later than the date of Board consideration of the proposal. HCD staff will keep applicants apprised of the progress of the environmental processing and anticipated date of HUD's release-of-funds.

Relocation Noticing

Promptly after submission of the NOFA application (within one week), tenants must receive a written General Information Notice, notifying tenants of their rights under the Uniform Relocation Act, as revised. New rental applicants to the proposed project must also receive a written notification informing them of the proposed acquisition/rehabilitation of the property. All notices must be hand delivered or sent via U.S. Certified Mail. Please contact HCD staff at (858) 694-8741 for more information.

REQUIREMENTS FOR FUNDING

Once the Board of Supervisors approves the development, the applicant must submit the following items prior to funding.

Affirmative Fair Housing Marketing Plan

For housing development projects, the contractor must submit an Affirmative Fair Housing Marketing Plan (AFHMP) for review and approval by HCD. The AFHMP shall outline methods of informing potential tenants about fair housing laws and contractor policies. An AFHMP must also contain a description of what the contractor will do to affirmatively market assisted units. In addition, an AFHMP must contain a description of what the contractor will do to inform persons not likely to apply for housing without special outreach. To request a model AFHMP contact Tom D’Lugo by email at Tom.Dlugo@sdcounty.ca.gov or at (858) 694-8741.

Copies of Senior Loan Documents

Environmental Review

From the time the application has been submitted, the contractor must not commit funds or take any choice limiting actions (including option agreements or contracts for site purchase, excavation, filling, construction, rehabilitation, or other physical activities) until completion of the environmental processing and HUD's formal Release-of-Funds, regardless of whether the work would be accomplished with federal funds or other matching funds. Failure to comply will jeopardize the availability of HUD funds for the project. An environmental review must be completed before County HCD will execute a contract. County HCD staff conducts this review using information provided in the application. Refer to "Environmental Review Processing" in **Attachment D** for further information on environmental processing.

General Liability Insurance

Funding recipients will be required to obtain comprehensive general liability insurance with the County of San Diego named as an additional insured. Also required is property insurance in an amount equal to 100 percent of the replacement cost of the structure, with a lender's loss payable endorsement in favor of the County of San Diego. The general contractor for the project must obtain comprehensive general liability insurance with the County of San Diego named as an additional insured. There may be additional insurance requirements, at the discretion of the County Risk Manager, depending on the complexity and scope of the proposed project. (See **Attachment N** for standard County Insurance requirements).

Lender's Insurance Policy

A California Land Title Association (CLTA) or an American Land Title Association (ALTA) policy insuring the County of San Diego is required.

Management Plan

The developer will be required to submit a Management Plan for review and approval by County HCD. The applicant's attention is called to HOME Program Regulations 24 CFR 92.253, which require certain tenant and participant protections for all rental housing funded by the HOME Program and to the HCD requirement for a crime-free element in the Management Plan (as described on page 7). Also required is a copy of the sample lease agreement and any addenda. (Use the Checklist in **Attachment P**)

Payment and Performance Bond

Prior to execution of the loan documents for construction or major rehabilitation, funding recipients will be required to file with the County two surety bonds: a payment bond in an amount equal to one hundred percent (100%) of the Construction Contract cost, as determined from the prices in the bid form; and, a performance bond in an amount equal to one hundred percent (100%) of the Construction Contract cost, as determined from the prices in the bid form.

Preliminary Title Report

NOFA

General Application

APPLICATION CHECK LIST

Please complete the following checklist and submit this form with the application.

All pages 8.5 x 11 inches

One master copy (no staples or binders) and one copy; both signed.

General Requirements for Submittal

- ☐ NOFA General Application (pages 13-75)
- ☐ NOFA Supplement (Available Through Consultation with HCD Staff)

ATTACHMENTS:

- ☐ Articles of Incorporation and By-Laws
- ☐ Audited Financial Statements/Single Audit (less than 1 year old)
- ☐ Board Resolution
- ☐ Certifications:
 - For CBDOs, a copy of CBDO certification
 - For CHDOs, a copy of CHDO certification
 - For nonprofit organizations, proof of 501(c)(3) status and an up-to-date roster of the applicant's board of directors.
- ☐ Community Review Documentation
- ☐ Crime Free Multifamily Housing Element
- ☐ Developer Disclosure Statement
- ☐ Evidence of Compliance with Previous HCD Loans
- ☐ Evidence of Funding Source Commitments
- ☐ Evidence of site control
- ☐ Hazardous Waste Assessment
- ☐ Location map, site plan, floor plan, photos
- ☐ MAI appraisal, less than 3 months old (for new construction proposals- submit the land-only MAI appraisal and market studies)
- ☐ Partnership Agreement (if applicable)
- ☐ Rehabilitation Estimate (including any required testing of major building systems that may be required)
- ☐ Relocation Plan and Relocation Contract
- ☐ Replacement Reserve Analysis
- ☐ Schedule and Analysis of Real Estate Owned
- ☐ Tax Credit Application with date of submission (if applicable)
- ☐ Tenant Characteristics Form
- ☐ Project Timeline

The following requirements need not be submitted with the initial NOFA application. However, the applicant is encouraged to submit available documentation for the requirements below.

Requirements for County Board of Supervisors Consideration

- ☐ "As-Built" MAI Appraisal for New Construction proposals
- ☐ Certificate of Compliance with HCD Equal Opportunity Program
- ☐ CEQA Environmental Review (if applicable)
- ☐ Testing for asbestos, lead and residual pesticides (If applicable)
- ☐ Relocation Noticing (if required)

Requirements for Funding

- ☐ Affirmative Fair Housing Marketing Plan
- ☐ Copy of Senior Loan Documents
- ☐ Environmental Review
- ☐ General Liability Insurance
- ☐ Lender's Insurance Policy
- ☐ Management Plan
- ☐ Payment and Performance Bond
- ☐ Preliminary Title Report

The proposal and its submittals have been reviewed for completeness using the checklist above.

Authorized Signature: _____ Title: _____ Date: _____

Project Summary:

Project Name:	
Name of Applicant:	
Applicant Address:	
Contact Name:	
Phone:	Fax:
Email:	
Organizational Status (Check all that apply):	
<input type="checkbox"/> Nonprofit <input type="checkbox"/> CHDO/CBDO <input type="checkbox"/> Private Entity <input type="checkbox"/> Public Entity	
Project Address:	
Assessor's Parcel Number (APN):	
Amount of HCD Funds Requested:	
Number of Units:	
Number of Bedrooms:	
Total Project Cost:	
Total Per Unit Cost:	
Total Per Bedroom Cost:	
Total HCD Subsidy Per Restricted Unit:	
Total HCD Subsidy Per Restricted Bedroom:	
Percentage of Area Median Income of Restricted Units	Under 50% _____ Under 60% _____ Under 80% _____ Under 100% _____
Estimated Rent Range per unit:	Market Rents (from appraisal):
1 Bedroom	
2 Bedroom	
3 Bedroom	
4 Bedroom	
Other (specify)	
Number of Currently Occupied Units:	
Income Level of Current Households:	
Number of Potential Relocation Households:	
Expected Date of:	
Acquisition:	
Rehabilitation/Construction:	
Occupancy:	

General Project Information

Attach pages as necessary to describe the following:

All acquisition, rehabilitation, and/or new construction projects should include a map, preliminary site plan, photos, and floor plans of housing units.

Provide a detailed description of the existing site and the proposed project. In addition, address the following questions, as appropriate:

- (1) Will the project require the relocation of any households or businesses? If so, describe the circumstances and attach a relocation plan and relocation consultant contract to the application.
- (2) How accessible is the project to public transportation, concentrated areas of job opportunities, convenience shopping, food shopping, public schools, etc.?
- (3) Describe the availability of, and accessibility to, medical care (e.g. - emergency, outpatient, acute, and extended care) and social services that are commonly needed for the type of residents to be served the project.
- (4) How will the project not overly concentrate low-income housing in the community?
- (5) How the project is consistent with the project site zoning and the community's General Plan?
- (6) Describe all Community Planning/Sponsor Group action related to this project.
- (7) List all necessary land use, zoning, and building plan approvals and their status.

Address the following questions, as appropriate:

- (1) How will the project maintain, increase, or improve housing affordability or the provision of services? What service(s) will be provided and how will they be provided?
- (2) Are there other housing developments, facilities, or services that address the same need in the area?
- (3) How will the project promote the coordinated delivery of housing and/or support services?
- (4) If the project will be offering services to non-residents, how will you assure that all areas served have access to the services?
- (5) How will the project empower families and individuals toward greater self-sufficiency?

Include an outline of the project's Crime Free Multifamily Housing Program.

Targeting

Attach pages as necessary to describe the following:

"Low-income households" encompasses both individuals and families.

Housing serving families, senior households or special needs populations will be given particular consideration in the rating of proposals. In addition, housing applications that include amenities for youth are encouraged.

The County of San Diego, Health and Human Services Agency provides a detailed description of the services they provide and the populations they serve on their website at: <http://www.co.san-diego.ca.us/cnty/cntydepts/health/>.

Below are definitions of special needs and disabled populations:

“Special needs” populations include disabled households, agricultural workers, victims or survivors of domestic or physical abuse, homeless persons or persons at risk of becoming homeless, frail elderly, chronically ill persons including those with HIV/AIDS, displaced teenage parents (or expectant teenage parents), emancipated foster youth and individuals exiting from institutional settings.

“Special needs” populations also include persons in need of “safe housing”: the provision of a sober living environment for recovering parents undergoing substance abuse treatment along with their children.

“Disabled” households is defined as a household in which a member is suffering from an orthopedic disability impairing personal mobility or a physical disability affecting his or her ability to obtain employment, or in which a person requires special care or facilities in the home; an individual or a household in which a member suffers from a developmental disability or a mental disorder which would render him or her eligible to participate in programs of rehabilitation or social services conducted by or on behalf of a public agency.

Indicate the number of units targeted for the categories indicated in the table below:

Population Served	Large Families (3 or more bedrooms)	Small Families (2 or fewer bedrooms)	Seniors	Special Needs	Mobility and/or sensory impaired
No. of Units					

Note: Total of units listed in categories above may exceed the total number of units in the development.

Applicant Experience

Attach pages as necessary to describe the following:

A. Organization

Describe the following for the organization:

1. Mission Statement
2. Past activities/experience
3. Administrative structure

B. Technical Capacity

1. Describe the organization’s capability to administer the housing development proposed.
2. Describe the development team’s experience in rehabilitation, construction, and/or management and ownership.
3. Attach resumes of staff and consultants specifically assigned to this development and describe contractual relationship.

_____ Number of rental housing developments/units completed.

_____ Number of rental housing developments/units currently owned.

_____ Number of rental housing developments/units currently managed.

_____ Number of rental housing developments/units in development phase (funding committed but not ready for occupancy)

- C. In accordance with Board Policy B-39a, all recipients must adopt a policy to ensure that every effort is made to provide equal opportunity to Disabled Veterans Business Enterprises (DVBES) and to encourage the participation of minority and women business vendors, contractors, and subcontractors. Attach the adopted Policy.

Financial Feasibility

Attach pages as necessary to explain the following:

Describe other funding sources and their terms, and the status of those commitments to the proposed development. HCD must be advised if Applicant will be requesting that HCD subordinate financial interests and /or regulatory agreements to other lenders or loans on this project.

Discuss measures to be taken to promote energy efficiency in the proposed development. An Energy Efficiency-Based Utility Allowance (EEBUA) schedule is available to qualified projects. Please indicate if you plan to utilize the Energy Efficiency-Based Utility Allowance schedule.

Describe any in-kind contributions to the project. Include the name(s) of the contributors, the items or services that are being contributed and the value of the contribution.

Describe a plan for repayment of this requested amount.

If funding for the proposed project is in part dependent upon the award of the State of California Low Income Housing Tax Credit Program or the one of the State of California, Department of Housing and Community Development, housing programs, describe how the project will be implemented in the event State funding is denied. Be specific as to amount, sources, likelihood, and timing of alternative funding, as well as how the project will be scaled down, if necessary.

Collaboration & Site Amenities

Attach pages as necessary to explain the following:

Describe the extent to which the proposed development will involve other community organizations.

Describe any amenities or programs that may be beneficial to the development's residents.

Innovation

Attach pages as necessary to explain the following:

Describe the extent to which the proposed development involves a new or innovative approach (either physical, financial, or managerial) to meet the housing needs of very low-income and low-income residents.

Certification

The undersigned certifies under penalty of perjury that all statements made in this proposal are true and correct to the best of the undersigned's knowledge.

Authorized Signature [Board Officer]

Typed Name

Title

Date Signed

Return one original and one signed copy of the NOFA General Application, Attachments and NOFA Supplement to:

**Department of Housing and Community Development
County of San Diego
Attn: Community Development Division
3989 Ruffin Road
San Diego, CA 92123-1890**

NOFA ATTACHMENTS

ATTACHMENT A

FUNDING SOURCES

Community Development Block Grant Program Summary Statement

The Community Development Block Grant Program (CDBG) is a federal block grant program created by Congress. CDBG-funded projects must provide an appropriate benefit to Urban County residents, as well as satisfy one of three national program objectives: (1) Provide a benefit to low and moderate income persons; (2) Prevent or eliminate slums and blight; or (3) Meet needs having a particular urgency. The County of San Diego Board of Supervisors allocates the County's CDBG entitlement to various expenditure categories during the strategy public hearing. With regard to the CDBG regulations on housing development, acquisition and rehabilitation are explicitly stated as eligible activities. However, other types of housing activities, such as new construction or pre-development activities are only eligible when carried out by a Community-Based Development Organization (CBDO). CBDO's are defined in the CDBG regulations at 24 CFR 570.204. For more information, please see: http://a257.g.akamaitech.net/7/257/2422/12feb20041500/edocket.access.gpo.gov/cfr_2004/aprqrtr/pdf/24cfr570.204.pdf or contact HCD staff at (858) 694-8724.

HOME Investment Partnerships Program Summary Statement (HOME)

Authorized under the National Affordable Housing Act of 1990, HOME is the largest federal block grant to state and local governments designed exclusively to create affordable housing for low-income households. HOME funds can be used for the construction/acquisition/rehabilitation of rental housing, homebuyer assistance, tenant-based rental assistance (including rental assistance for victims of domestic violence), and owner-occupied rehabilitation. As required in section 92.218 of the HOME regulations, any HOME funds expended require a 25 percent match. In addition, HOME Program regulations require that fifteen percent of HOME Program funds be set aside for Community Housing Development Organizations (CHDOs). CHDO's are defined in the HOME regulations at 24 CFR 92.2 (Definitions). For more information, please see <http://www.hud.gov/offices/cpd/affordablehousing/lawsandregs/regs/home/suba/922.cfm> or contact HCD staff at (858) 694-8741. The remaining HOME funds are available to government agencies or jurisdictions, nonprofit organizations, and private developers. *See attached HOME Program Highlights* **Attachment B**.

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ATTACHMENT B

HOME PROGRAM BASICS

This information is highly abridged and is applicable only to this NOFA. Applicants are responsible for reviewing and adhering to the complete Home Investments Partnership Program Regulations at: 24 CFR 92
<http://www.hud.gov/offices/cpd/affordablehousing/programs/home/index.cfm>)

HOME -ASSISTED UNITS

Only units receiving HOME funds are considered "HOME-assisted units." HOME per unit subsidy limits, rent limits, and HOME occupancy requirements apply only to "HOME-assisted units."

HOME SUBSIDY LIMITS

- A. Minimum HOME funds - \$1,000 per HOME-assisted unit.
- B. Maximum HOME funds are limited by THE LESSER OF:
 - 1. HOME assistance cannot exceed the (HUD 221(d) (3) which limits the maximum subsidy amounts per HOME unit:

Bedrooms Size	Maximum HOME Subsidy Per Unit (as of April 2007)
0 Bedrooms	\$119,016
1 Bedrooms	\$136,428
2 Bedrooms	\$165,898
3 Bedrooms	\$214,615
4+ Bedrooms	\$235,584

- OR**
- 2. HOME assistance per unit may not exceed the development cost per unit. This prevents HOME funds from subsidizing non-HOME-assisted units, which are not under HOME occupancy and rent controls. HOME projects may not receive more subsidy than required to produce financially feasible projects.

HOME AFFORDABILITY REQUIREMENTS

HOME-assisted units must be affordable at initial occupancy and over an established “affordability period.”

OCCUPANCY REQUIREMENTS FOR HOME ASSISTED UNITS

HOME-assisted units must be initially occupied by families who have annual incomes that are 60% or less of San Diego's Area Median Income. In projects of five or more units, at least 20% of the HOME-assisted units must be occupied by families who have annual incomes that are 50% or less of San Diego's Area Median Income. See **Attachment E** for income limits.

MAXIMUM INITIAL RENTS FOR HOME ASSISTED RENTAL UNITS

Every HOME-assisted unit is subject to rent controls called "HOME rents." For properties of five or more units, there are two HOME rents established for every project: "High HOME rents" and "Low HOME rents." Refer to Home Investments Partnership Program Regulations at 24 CFR 92.252 for a full definition. For a full description, please refer to the HUD website at <http://www.hud.gov/offices/cpd/affordablehousing/lawsandregs/regs/home/subf/92252.cfm>.

Note: the charts below (which discuss home program "high home rents" and "low home rents") are for gross housing costs, from which utility allowances must be subtracted to calculate net rent to owner. See **Attachment F** for the current utility allowances.

A. "High HOME Rents"-all of a project's HOME-assisted units must have rents not higher than the **LESSER OF:**

1. "HUD-published Fair Market Rents" for existing housing in the area minus tenant-paid utilities **OR**
2. "HUD-published HOME rents" which are 30% of income (adjusted for family size) for households at 65% of area median income, minus tenant-paid utilities.

"HIGH HOME RENTS": For all HOME-assisted units use the lesser of rows A1 or A2 <i>(as of March 6, 2006)</i>	0 Bd	1 Bd	2 Bd	3 Bd	4 Bd	5 Bd
A1. "HUD-Published Fair Market Rents" = Minus Utilities Deduction from Attachment B= Net Rents After Subtracting Utilities Deduction	\$870	\$993	\$1205	\$1757	\$2118	\$2436
A2. "HUD-Published HOME Rent" @65% of Median Income Limit = Minus Utilities Deduction from Attachment B= Net Rents After Subtracting Utilities Deduction	\$779	\$836	\$1006	\$1153	\$1266	\$1379

B. "Low HOME Rents"-for properties with five or more HOME-assisted units at least 20% of a project's HOME-assisted units must have rents no greater than:
"HUD-published HOME rents" which are 30% of adjusted (for family size) income for households at 50% of median area income, minus tenant-paid utilities. However, if this rent is higher than the applicable rent under "A," then the maximum rent for these units shall be the rent calculated under part "A."

"LOW HOME RENTS": <i>(as of March 6, 2006)</i>	0 Bd	1 Bd	2 Bd	3 Bd	4 Bd	5 Bd
"HUD-Published HOME Rent" @50% of Median Income Limit= Minus Utilities Deduction from Attachment B= Net Rents After Subtracting Utilities Deduction	\$613	\$658	\$790	\$912	\$1017	\$1123

C. Based on future HUD calculations, "HOME rents" may increase or decrease over the required affordability term. HOME rents could decrease but project rents are not required to fall below the HOME rent limits in effect at the time of project commitment.

HOME ASSISTED UNIT RESTRICTIONS:

- The affordability period for HCD projects is 55 years.
- Tenant incomes and rents are strictly controlled during affordability period. Owners are required to examine tenant incomes annually to ensure that tenants meet the HOME income requirements.
- The rent and occupancy restrictions will be incorporated into a regulatory agreement and will bind the project for the full term of the regulatory agreement regardless of prepayment, sale or transfer.

PROPERTY INSPECTIONS REQUIREMENTS

Projects must be inspected throughout the affordability period to ensure that the units are decent, safe and sanitary. Projects with one to four HOME units must be inspected every three years; projects with five to twenty-five HOME units must be inspected every two years; projects with twenty-six HOME units or more must be inspected every year.

LOW INCOME TAX CREDIT AND HOME UNDER THIS NOFA

The low income housing tax credit is an annual reduction in federal tax liability for ten years for owners and investors in low-income rental housing; it is based on the development cost and the number of low-income units. Owners of low-income housing projects may benefit from tax credits by exchanging the tax credits with limited partner investors for cash equity contributions. These equity contributions may be substantial and can reduce the amount of financing needed to acquire or develop the project, or add an income stream during the years of the project's operation, thereby reducing the rent tenants must pay for the project to operate.

Rents: Qualified Low Income Housing Tax Credit (LIHTC) units must not exceed LIHTC rent limits. HOME assisted units must meet High and Low HOME rent requirements. If a unit is being counted under both programs, the stricter rent limit applies.

Combining HOME and tax credit affects rental properties in various complex ways and developers are urged to consult an expert prior to submitting their proposal.

ATTACHMENT C
PROJECT TIMELINE

Project Title: _____ Applicant: _____

<u>Item</u>	<u>Projected Date of Completion</u>
SITE	
Environmental Review Completed	_____
Site Acquired	_____
LOCAL PERMITS	
Conditional Use Permit	_____
Variance	_____
Site Plan Review	_____
Grading Permit	_____
Building Permit	_____
CONSTRUCTION FINANCING	
Loan Application	_____
Enforceable Commitment	_____
Closing and Disbursement	_____
PERMANENT FINANCING	
Loan Application	_____
Enforceable Commitment	_____
Closing and Disbursement	_____
OTHER LOANS AND GRANTS	
Type and Source: _____	_____
Application	_____
Closing or Award	_____
Funds Available	_____
OTHER LOANS AND GRANTS	
Type and Source _____	_____
Application	_____
Closing or Award	_____
Funds Available	_____
OTHER LOANS AND GRANTS	
Type and Source _____	_____
Application	_____
Closing or Award	_____
Funds Available	_____

OTHER LOANS AND GRANTS

Type and Source	_____	_____
Application	_____	_____
Closing or Award	_____	_____
Funds Available	_____	_____

OTHER LOANS AND GRANTS

Type and Source:	_____	_____
Application	_____	_____
Closing or Award	_____	_____
Funds Available	_____	_____

OTHER LOANS AND GRANTS

Type and Source:	_____	_____
Application	_____	_____
Closing or Award	_____	_____
Funds Available	_____	_____

10% OF COSTS INCURRED

Construction Start	_____	_____
Construction Completion	_____	_____
Placed In Service	_____	_____
Occupancy of All Low-Income Units	_____	_____

ATTACHMENT D

PERTINENT REGULATORY REQUIREMENTS

Numerous federal, state and local laws, regulations and/or executive orders apply to CDBG/HOME funded activities. These are referenced within a Program “Certifications” form, which are signed and submitted each year by the grant recipient (County of San Diego) to the U.S. Department of Housing and Urban Development (HUD). It states that the County will comply with all regulatory requirements. Copies can be procured from HUD.

The following miscellaneous listing is provided to clarify requirements that have sometimes been overlooked or misunderstood, leading to regulatory violations.

THIS IS NOT A COMPLETE LISTING OF PROGRAM REQUIREMENTS.

1. Affordability

All County-assisted rental housing units must be affordable to households at or below 60% of the area median income (AMI). For projects with five or more units, at least 20% of County-assisted rental units must be affordable to households at or below 50% of the area median income. *See **Attachment E** for these income limits and **Attachment B** for HOME Program Highlights.*

2. Environmental Review Processing

Prior to the formal commitment of any funds, all funded projects must be processed in accordance with the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) requirements. These regulations examine the impact of land development on the environment. In addition, federal assistance carries with it environmental review responsibilities to determine hazards which may impact a proposed CDBG or HOME project and its residents/clients, such as noise impacts.

From the time the application is submitted, the contractor must not commit funds or take any choice limiting actions (including contracts for site purchase, excavation, filling, construction, rehabilitation, or other physical activities) until completion of the environmental processing and HUD’s formal release-of-funds, regardless of whether the work would be accomplished by federal funding or other matching funds.

San Diego County Environmental Services staff will complete the NEPA review for all Urban County projects. They will also complete the CEQA review for projects located in the unincorporated parts of the County. Projects located in any of the six cities within the Urban County must involve the local jurisdiction in the CEQA review process. This CEQA documentation must be submitted no later than the date of Board consideration of the proposal. HCD staff will keep applicants apprised of the progress of environmental processing and the anticipated date of HUD's release-of-funds.

3. Hazardous Waste Assessment

A housing development proposal (acquisition, rehabilitation, or new construction) must have, at a minimum, an approved Phase I Hazardous Waste Assessment Report. This report is to be submitted with the NOFA application. A hazardous materials (asbestos, lead paint) inspection report may also be required. In addition, testing for asbestos, residual pesticides, mold, and water may be required. In certain situations, a Phase II and Phase III Environmental Assessment may be necessary. Time requirements for these reviews vary substantially, depending upon the potential for environmental impact. Please note that additional expenses may be incurred in preparing these required reviews. The NOFA applicant is responsible for these costs.

4. Equal Opportunity & Fair Housing Requirements

In accordance with Board Policy B-39a, all recipients must adopt a policy to ensure that every effort is made to provide equal opportunity to Disabled Veterans Business Enterprises (DVBES) and to encourage the participation of minority and women business vendors, contractors, and subcontractors. Once funding is approved, the developer is also required to submit an Affirmative Fair Housing Marketing Plan for review and approval. To request a model AFHMP contact Tom D'Lugo by email at Tom.Dlugo@sdcounty.ca.gov or at (858) 694-8741.

5. Section 3 Compliance

All recipients, sub-recipients, contractors and sub-contractors administering or working on projects funded through this NOFA must comply with Section 3 regulations. The purpose of Section 3 of the Housing and Urban Development Act of 1968 is to ensure that employment and other economic opportunities generated by HUD financial assistance are directed to lower-income workers/trainees, and to businesses which provide economic opportunities to lower-income persons. Lower-income persons who are residents of San Diego County are defined as Section 3 Residents. Preference should be given to hiring Section 3 Residents and to awarding contracts that benefit Section 3 Businesses from the neighborhood receiving the financial assistance. Contractors are required to complete Section 3 forms.

Additional detail and instructions are available from County HCD Staff at (858) 694-8741 or by email at Tom.Dlugo@sdcounty.ca.gov.

6. Relocation

NOFA applications involving relocation of residents or businesses shall include an anti-displacement/relocation plan in compliance with relocation laws. Either the California Relocation Assistance Act or the Uniform Acquisition and Relocation Act of 1970 (URA) as revised and Section 104(d) of the Housing and Community Development Act of 1974, as amended, may apply. Proposed relocation plans must budget for all tenant relocation and displacement costs, including costs for temporary relocation during construction or rehabilitation. Relocation Plans must also include a current copy of rent rolls detailing, family income, household characteristics, and current rent paid by each household in the proposed project.

For voluntary acquisitions, developer must get acknowledgement from seller that transaction is purely voluntary.

Completion of tenant noticing, as appropriate, is necessary prior to development approval. Promptly after submission of the NOFA application (within one week), owners/tenants must receive a written General Information Notice, from the developer, notifying owners/tenants of their rights under the Uniform Relocation Act. New rental applicants to the proposed project must also receive a written notification informing them of the proposed acquisition/rehabilitation of the property. All notices must be hand delivered or sent via U.S. Certified Mail.

Contact County HCD staff at (858) 694-8741 or by email at Tom.Dlugo@sdcounty.ca.gov, if any step in the project requires the relocation of any residents or businesses. Information regarding the Uniform Acquisitions and Relocation Act (URA) as revised, for U.S. Department of Housing and Urban Development Programs; and Section 104(d) of the Housing and Community Development Act of 1974 can be obtained by contacting County HCD at (858) 694-8741.

7. Conflict of Interest

Strict federal and state non-conflict of interest laws and regulations apply to all County and/or sub-recipient agency (i.e., participating cities, districts, non-profit agencies, etc.) staff who are engaged in implementing funded activities. In brief, these requirements prohibit all County and/or sub-recipient agency staff, their

families, or family/business ties from obtaining any financial interest in a funded contract if they participated in or had inside information about the contract, for up to a year after their tenure.

The full text of these requirements is detailed and penalties allowed for violations are severe.

8. Approval of Contractors

All construction contractors and sub-contractors must be approved by County HCD. Project-implementing agencies must verify this approval before awarding the construction contract. Information regarding the Federal Debarred Contractors List is available at <http://epls.arnet.gov/servlet/EPLSSearchMain/1>.

9. Prevailing Wage Rates

The Davis-Bacon Wage Act (40 U.S.C. 276a – 276a-5) requires the payment of wages to laborers and mechanics at a rate not less than the minimum wage specified by the U.S. Secretary of Labor. CDBG and HOME projects must comply when:

- CDBG: Residential property rehabilitation is for eight (8) or more units or new construction costs exceed \$2,000; or,
- HOME: The rehabilitation or new construction is for twelve (12) or more HOME-funded units.

The U.S. Secretary of Labor's wage determinations are available upon request. Information on prevailing wage requirements is also available by contacting County HCD at (858) 694-8741.

10. Volunteer Labor

Volunteer labor may only be used to implement funded projects in very limited circumstances, in accordance with Federal Labor Standards, Davis-Bacon Act requirements, California State law and with the approval of HUD, County HCD and (in some instances) the California Director of Industrial Relations. County HCD staff must, therefore, be advised early if volunteer labor is to be used so that a determination can be made as to whether the project meets the applicable criteria.

11. Competitive Bidding Requirements

Agencies implementing projects must obtain competitive bids or estimates for all materials purchased and work to be accomplished by contractors or sub-contractors. Documentation of such competition must be maintained for review by HUD staff during monitoring visits.

In order for work to be accomplished by construction contractors or sub-contractors, a formal Request for Bids (RFB) package and advertisement must be prepared and pre-approved by County HCD staff. The RFB package must include required federal labor standards and current Davis/Bacon Act wage rates.

12. Pre-construction Conference

A "pre-construction conference" must be held with the bid winning contractor and listed sub-contractors following contract award and before commencement of construction. The pre-construction conference must announce that Federal Labor Standards and Davis-Bacon Act requirements apply, and that contractors must submit copies of weekly payrolls to the assigned project manager for verification that appropriate wage rates were paid. In addition, the preconstruction conference must announce that the requirements of Section 3 apply. The project administrator must promptly review all such payrolls upon receipt, sign and date the payroll following verification, and maintain such payrolls on file for review by HUD monitoring staff during

monitoring visits. Minutes of the pre-construction conference that document the discussion of federal regulations must be kept in the project files.

13. Construction Employee Interviews

Interviews must be conducted by implementing project administrators for a sample of construction employees of funded construction projects sometime during the construction work to verify that actual wage rates paid comply with reported wages.

14. Accessibility

Housing developments assisted with CDBG or HOME funds must comply with Section 504 of the Rehabilitation Act of 1973, the Fair Housing Act, and HUD's implementing regulations, which prohibit discrimination, based on disability and establish requirements for program accessibility and physical accessibility in housing programs. Section 504 includes requirements that in new construction developments a minimum of 5 percent of the housing units, but not less than one unit, must be accessible to residents with mobility impairment, and an additional 2 percent of the units, but not less than one unit, must be accessible to residents with visual and/or hearing impairment. This standard also applies to rehabilitation in developments of 15 or more units, when total cost of rehabilitation is 75 percent or more of the total replacement value of the improvements, as determined by HUD.

The Fair Housing Act applies whether the building is privately or publicly constructed and owned. The Act, among other things, establishes seven design standards for all newly constructed, multifamily housing of four or more units, which were ready for first occupancy on or after March 13, 1991. The Act requires that all units on floors served by elevators, and all ground floor units in a non-elevator building with four or more units, be accessible to persons with disabilities.

15. Energy Efficiency

Proposals involving construction of new housing are expected to contain descriptions of specific measures that will be taken to make the units energy efficient. An Energy Efficiency-Based Utility Allowance (EEBUA) schedule is available to qualified projects. Contact HCD staff at (858) 694-8741 for more information.

16. Lead-Based Paint Hazard Reduction Requirements

New lead-based paint regulations, effective September 15, 2000, were issued under Sections 1012 and 1013 of the Residential Lead-Based Paint Hazard Reduction Act of 1992, which are Title 10 of the Housing and Community Development Act of 1992. They appear in Title 24 of the Code of Federal Regulations as Part 35 (24 CFR 35). Any project for which federal funds are being obligated or committed after September 15, 2000 must comply with these regulations.

The regulations set hazard reduction requirements that give much greater emphasis to reduction of lead in house dust than did previous regulations. Scientific research has found that exposure to lead in dust is the most common way young children become lead poisoned. For this reason the new regulations require dust testing after paint is disturbed to ensure that homes are lead-safe. Specific requirements depend on whether the housing is being disposed of or assisted by the federal government, and also on the type and amount of financial assistance, age of the structure, and whether the dwelling is a rental or is owner-occupied.

If the application is for housing covered by the regulations below, the application's budget must include anticipated costs associated with lead-based paint hazard reduction. There are no separate funds available in the NOFA for lead-based paint reduction activities. Further information on lead-based paint hazard reduction can be obtained from the HUD Office of Lead Hazard Control at (202) 755-1785 or by email at <http://www.hud.gov/lea/leahome.html>.

A summary of lead hazard reduction requirements for various types of housing programs is on the following pages. Below is a description of the types of housing covered and not covered by the regulations.

- Types of housing covered include: a) Federally-owned housing being sold; b) Housing receiving a federal subsidy that is associated with the property, rather than with the occupants (project-based assistance); c) Public Housing; d) Housing occupied by a family (with a child) receiving a tenant-based subsidy (such as a voucher or certificate); e) Multifamily housing for which mortgage insurance is being sought; and, f) Housing receiving federal assistance for rehabilitation, reducing homelessness, and other special needs.
- Types of housing not covered include: a) Housing built since January 1, 1978, when lead paint was banned for residential use; b) Housing exclusively for the elderly or people with disabilities, unless a child under age 6 is expected to reside there; c) Zero-bedroom dwellings, including efficiency apartments, single-room occupancy housing, dormitories, or military barracks; d) Property that has been found to be free of lead-based paint by a certified lead-based paint inspector; e) Property where all lead-based paint has been removed; f) Unoccupied housing that will remain vacant until it is demolished; g) Non-residential property; h) Any rehabilitation or housing improvement that does not disturb a painted surface; and, i) Emergency homeless assistance, unless the assistance lasts more than 100 days, in which case the rule does apply.

NOTE: Clearance is always required after abatement, interim controls, paint stabilization, or standard treatments.

Subpart of Rule/Type Program		Construction Period	Requirements
A.	Disposition by Federal Agency other than HUD	Pre-1960	<ul style="list-style-type: none"> • LBP inspection and risk assessment. • Abatement of LBP hazards. • Notice to occupants of inspection/abatement results.
		1960-1977	<ul style="list-style-type: none"> • LBP inspection and risk assessment. • Notice to occupants of results.
B.	Project-Based Assistance by Federal Agency other than HUD	Pre-1978	<ul style="list-style-type: none"> • Provision of pamphlet. • Risk assessment. • Interim controls. • Notice to occupants of results. • Response to EBL child.
C.	HUD-Owned Single Family Sold with a HUD-Insured Mortgage	Pre-1978	<ul style="list-style-type: none"> • Visual assessment. • Paint stabilization. • Notice to occupants of clearance.
D.	Multifamily Mortgage Insurance		
	1. For properties that are currently residential	Pre-1960	<ul style="list-style-type: none"> • Provision of pamphlet. • Risk assessment. • Interim controls. • Notice to occupants. • Ongoing LBP maintenance.
		1960-1977	<ul style="list-style-type: none"> • Provision of pamphlet. • Ongoing LBP maintenance.
	2. For conversions and major renovations	Pre-1978	<ul style="list-style-type: none"> • Provision of pamphlet. • LBP inspection. • Abatement of LBP. • Notice to occupants.
E.	Project-Based Assistance (HUD Program)		
	1. Multifamily property Receiving more than \$5,000 per unit per year	Pre-1978	<ul style="list-style-type: none"> • Provision of pamphlet. • Risk assessment. • Interim controls. • Notice to occupants. • Ongoing LBP maintenance and reevaluation. • Response to EBL child.

Subpart of Rule/Type Program		Construction Period	Requirements
	2. Multifamily property – receiving less than or equal to \$5,000 per unit per year, and single family properties	Pre-1978	<ul style="list-style-type: none"> • Provision of pamphlet. • Visual assessment. • Paint stabilization. • Notice to occupants. • Ongoing LBP maintenance. • Response to EBL child.
F.	HUD-Owned Multifamily Property	Pre-1978	<ul style="list-style-type: none"> • Provision of pamphlet. • LBP inspection and risk assessment. • Interim controls. • Notice to occupants. • Ongoing LBP maintenance. • Response to EBL child.
G.	Rehabilitation Assistance		
	1. Property receiving less than or equal to \$5,000 per unit	Pre-1978	<ul style="list-style-type: none"> • Provision of pamphlet. • Paint testing of surfaces to be disturbed, or presume LBP • Safe work practices in rehab. • Repair disturbed paint. • Notice to occupants.
	2. Property receiving more than \$5,000 and up to \$25,000	Pre-1978	<ul style="list-style-type: none"> • Provision of pamphlet. • Paint testing of surfaces to be disturbed, or presume LBP • Risk assessment. • Interim controls. • Notice to occupants. • Ongoing LBP maintenance if HOME or CILP.
	3. Property receiving more than \$25,000 per unit	Pre-1978	<ul style="list-style-type: none"> • Provision of pamphlet. • Paint testing of surfaces to be disturbed, or presume LBP. • Risk assessment. • Abatement of LBP hazards. • Notice to occupants. • Ongoing LBP maintenance.
H.	Acquisition, Leasing, Support Services, or Operation	Pre-1978	<ul style="list-style-type: none"> • Provision of pamphlet. • Visual assessment. • Paint stabilization. • Notice to occupants. • Ongoing LBP maintenance.

Subpart of Rule/Type Program		Construction Period	Requirements
I.	Public Housing	Pre-1978	<ul style="list-style-type: none"> • Provision of pamphlet. • LBP inspection. • Abatement of LBP. • Risk assessment if LBP not yet abated. • Interim controls if LBP not yet abated. • Notice to occupants. • Response to EBL child.
J.	Tenant-Based Rental Assistance	Pre-1978	<ul style="list-style-type: none"> • Provision of pamphlet. • Visual assessment. • Paint stabilization. • Notice to occupants. • Ongoing LBP maintenance. • Response to EBL child.

LBP = Lead-Based Paint

EBL= Elevated Blood Level

ATTACHMENT E
INCOME ELIGIBILITY CHART

HUD Income Limits and Affordable Rent Schedule for the County of San Diego – Calendar Year 2007

**HUD REGIONAL MEDIAN INCOME AND AFFORDABLE RENT SCHEDULE
FOR THE COUNTY OF SAN DIEGO - CALENDAR YEAR 2007**

(Effective March 20, 2007)

% of Median Income	Size of Family	Maximum Annual Income	Maximum Monthly Income	Maximum Affordable Rent (30% RMI)	If Applicable: (Size of the unit)	% of Median Income	Size of Family	Maximum Annual Income	Maximum Monthly Income	Maximum Affordable Rent (30% RMI)	If Applicable: (Size of the unit)
<u>30%</u>	1	\$14,750	\$1,229	\$369	(studio)	<u>65%</u>	1	\$31,950	\$2,663	\$799	(studio)
	2	\$16,850	\$1,404	\$421	(1 br)		2	\$36,500	\$3,042	\$913	(1 br)
	3	\$18,950	\$1,579	\$474			3	\$41,050	\$3,421	\$1,026	
	4	\$21,050	\$1,754	\$526	(2 br)		4	\$45,650	\$3,804	\$1,141	(2 br)
	5	\$22,750	\$1,896	\$569			5	\$49,300	\$4,108	\$1,233	
	6	\$24,400	\$2,033	\$610	(3 br)		6	\$52,950	\$4,413	\$1,324	(3 br)
	7	\$26,100	\$2,175	\$653			7	\$56,600	\$4,717	\$1,415	
	8	\$27,800	\$2,317	\$695	(4 br)		8	\$60,250	\$5,021	\$1,506	(4 br)
<u>35%</u>	1	\$17,200	\$1,433	\$430	(studio)	<u>80%</u>	1	\$39,300	\$3,275	\$983	(studio)
	2	\$19,650	\$1,638	\$491	(1 br)		2	\$44,900	\$3,742	\$1,123	(1 br)
	3	\$22,100	\$1,842	\$553			3	\$50,550	\$4,213	\$1,264	
	4	\$24,550	\$2,046	\$614	(2 br)		4	\$56,150	\$4,679	\$1,404	(2 br)
	5	\$26,550	\$2,213	\$664			5	\$60,650	\$5,054	\$1,516	
	6	\$28,500	\$2,375	\$713	(3 br)		6	\$65,150	\$5,429	\$1,629	(3 br)
	7	\$30,450	\$2,538	\$761			7	\$69,650	\$5,804	\$1,741	
	8	\$32,450	\$2,704	\$811	(4 br)		8	\$74,100	\$6,175	\$1,853	(4 br)
<u>50%</u>	1	\$24,550	\$2,046	\$514	(studio)	<u>100%</u>	1	\$48,600	\$4,050	\$1,215	(studio)
	2	\$28,100	\$2,342	\$703	(1 br)		2	\$55,500	\$4,625	\$1,388	(1 br)
	3	\$31,600	\$2,633	\$790			3	\$62,450	\$5,204	\$1,561	
	4	\$35,100	\$2,925	\$878	(2 br)		4	\$69,400	\$5,783	\$1,735	(2 br)
	5	\$37,900	\$3,158	\$948			5	\$74,950	\$6,246	\$1,874	
	6	\$40,700	\$3,392	\$1,018	(3 br)		6	\$80,500	\$6,708	\$2,013	(3 br)
	7	\$43,500	\$3,625	\$1,088			7	\$86,050	\$7,171	\$2,151	
	8	\$46,350	\$3,863	\$1,159	(4 br)		8	\$91,600	\$7,633	\$2,290	(4 br)
	1	\$29,500	\$2,458	\$738	(studio)		1	\$55,900	\$4,658	\$1,398	(studio)
	2	\$33,700	\$2,808	\$843	(1 br)		2	\$63,850	\$5,321	\$1,596	(1 br)

<u>60%</u>	3	\$37,900	\$3,158	\$948		<u>115%</u>	3	\$71,800	\$5,983	\$1,795	
	4	\$42,100	\$3,508	\$1,053	(2 br)		4	\$79,800	\$6,650	\$1,995	(2 br)
	5	\$45,500	\$3,792	\$1,138			5	\$86,200	\$7,183	\$2,155	
	6	\$48,850	\$4,071	\$1,221	(3 br)		6	\$92,600	\$7,717	\$2,315	(3 br)
	7	\$52,250	\$4,354	\$1,306			7	\$98,950	\$8,246	\$2,474	
	8	\$55,600	\$4,633	\$1,390	(4 br)		8	\$105,350	\$8,779	\$2,634	(4 br)

Note: Income levels 80% and below are adjusted by a HUD high cost area allowance.

ATTACHMENT F

UTILITY ALLOWANCE SCHEDULE

Allowances for Tenant-Furnished Utilities and Other Services

U.S. Department of Housing
and Urban Development
Office of Public and
Indian Housing

OMB Approval No. 2577-0169
(exp. 9/30/2005)
form HUD-52667
ref. Handbook 7420.8

Department of Housing and Community Development 3989 Ruffin Rd., San Diego CA 92123-1890 Serving as the Housing Authority of the County of San Diego			Unit Type		Date (mm/dd/yyyy)		
Payment Standards (3/1/2006)	836	954	1158	1665	2036	2342	2647
Fair Market Rent (3/1/2006)	760	870	1065	1514	1871	2151	2432
Utility Or Service Monthly Dollar Allowances (7/1/2006)	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
Heating a. Gas/Other	3	5	6	8	10	11	12
b. Oil /Electric	4	6	8	9	12	14	16
Cooking a. Gas/Other	2	3	4	4	5	6	7
b. Oil/Electric	2	3	4	5	7	8	9
Basic Electricity	13	19	24	30	38	43	49
Air Conditioning	1	1	1	1	2	2	2
Water a. Gas/Other	7	10	13	16	20	23	26
Heating b. Oil / Electric	9	12	16	19	25	28	32
Water	20	28	36	45	57	65	74
Sewer	13	19	24	30	38	43	49
Trash Collection	19	19	19	19	19	19	19
Range/Microwave	2	2	2	2	2	2	2
Refrigerator	6	6	6	6	6	6	6
Flat Rate Water (any flat rate parks, apartments)	12	12	12	12	12	12	12
Flat Rate Sewer (any flat rate parks, apartments)	14	14	14	14	14	14	14
Flat Rate Trash (any flat rate parks, apartments)	13	13	13	13	13	13	13

Mobilehome Owner: PS = \$751 (1/15/06); FMR = \$683

Actual Family Allowances To be used by the family to compute allowance. Complete below for the actual unit rented.		Utility or Service	Per month cost
Name of Family		Heating	
		Cooking	
		Other Electric	
		Water Heating	
Address of Unit		Water	
		Sewer	
		Trash Collection	
		Range/Microw ave	
		Refrigerator	
Number of Bedrooms		Air Conditioning	
		Other	
		Total	\$

Instructions: Circle actual bedroom size. Circle the appropriate payment standard (the lower of: size of unit, or number of bedrooms on Housing Choice Voucher). Circle appropriate allowances for all tenant paid/provided utilities, services and appliances (use allowances for actual unit size, rather than the utility allowances for the HCV bedroom size). Complete and total utility costs in the right hand bottom section. Mobilehomes/flat rate apartments have different utility allowances for water, sewer and trash.

Fair Market Rents effective: 10/01/2006	Payment Standards Effective: 12/01/2006	Utilities Effective: 07/01/2006
--	--	------------------------------------

Note: Payment Standards are 110% of FMR. The FMRs for unit sizes larger than 4BRS are calculated by adding 15% to the 4BR FMR for each extra bedroom. For example: the FMR for a 5BR unit is 1.15 times the size of the 4BR FMR, and the FMR for a 6BR unit is 1.30 times the 4BR FMR.

Imputed Interest Rate: 2% effective 08/2004

CH605 (07/01/2006)

ATTACHMENT G-1

Agency or Project Sponsor Letterhead

GENERAL INFORMATION NOTICE

(FOR RESIDENTIAL TENANT THAT WILL BE DISPLACED)

DATE:

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

(tenant name)

(address)

(address)

Dear _____ (tenant name) _____:

The _____ (project sponsor) _____ is interested in acquiring and rehabilitating the property you occupy at _____ (address) _____. This notice is to inform you of your rights under Federal and State laws. If the _____ (project sponsor) _____ acquires the property and you are displaced from the project, you will be eligible for relocation assistance under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended or the California Relocation Assistance and Real Property Acquisition Guidelines (Government Code Section 11380.1). However, **do not move now**.

This is not a notice to vacate the premises. You should continue to pay your monthly rent to your landlord because a failure to pay rent and meet your other obligations as a tenant may be cause for eviction and loss of relocation assistance. You are urged not to move or sign any agreement to purchase or lease a new unit before receiving formal notice of your eligibility for relocation assistance. If you move or are evicted before receiving such notice, you may not receive any assistance. Please contact us before you make any moving plans.

If the _____ (project sponsor) _____ acquires the property and you are eligible for relocation assistance, you will be given advisory services, including referrals to replacement housing, and at least 90 days advance written notice of the date you will be required to move. You will also receive a payment for moving expenses and may be eligible for financial assistance to help you rent or buy a replacement house.

In order to determine your eligibility and explain your rights and benefits, I have scheduled an appointment for you on _____ (date) _____ in our office located at 3989 Ruffin Road, San Diego, California 92123. Please complete the enclosed Pre-Application and bring verification of your income (i.e. pay stubs, benefits letter) or have the Income Verification form completed by the appropriate agency.

If for any reason any other persons move into this unit with you after this notice, your assistance may be reduced.

Again, this is not a notice to vacate and does not establish eligibility for relocation payments or other relocation assistance. If the _____ (project sponsor) _____ is unable to purchase the property, you will be notified in writing. If you have any questions, please contact me at _____ (telephone number) _____.

Sincerely,

(name)

(title)

ATTACHMENT G-2

Agency or Project Sponsor Letterhead

GENERAL INFORMATION NOTICE
(FOR RESIDENTIAL TENANT THAT WILL NOT BE DISPLACED)

DATE:

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

(tenant name)

(address)

(address)

Dear _____ (tenant name) _____:

The _____ (project sponsor) submitted an application to HCD for financial assistance to purchase and/or rehabilitate the building which you occupy at _____ (address) _____.

This notice is to inform you that if the assistance is provided and the building is acquired and/or rehabilitated, you will not be displaced. **Therefore, we urge you not to move anywhere at this time.** (If you do elect to move for reasons of your choice, you will not be provided relocation assistance.)

If the application is approved and financial assistance is provided to acquire/rehabilitate the property, _____ (number of) units will be rent restricted and affordability restrictions will be maintained for a period of _____ (number of) years. You will be able to lease and occupy your present apartment (or another suitable, decent, safe, sanitary and affordable apartment in the same building) upon completion of the acquisition or rehabilitation. Of course, you must comply with standard lease terms and conditions.

After the rehabilitation, your initial rent, including the estimated average monthly utility costs will not exceed the greater of (a) your current rent/average utility costs, or (b) 30 percent of your average monthly gross household income. If you must move temporarily so that the rehabilitation can be completed, suitable housing will be made available to you for the temporary period, and you will be reimbursed for all reasonable extra expenses, including all moving costs and any increase in housing costs.

Again, we urge you not to move. If the project is purchased and rehabilitated, you can be sure that we will make every effort to accommodate your needs. Because Federal assistance would be involved, you would be protected by the Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970, as amended.

This letter is important and should be retained. You will be contacted soon. In the meantime, if you have any questions about our plans, please contact me at _____ (telephone number) _____.

Sincerely,

(name)

(title)

ATTACHMENT G-3

Agency or Project Sponsor Letterhead

SAMPLE NOTICE TO PROSPECTIVE TENANTS

(date)

Dear _____:

On _____ (date), _____ (property owner) submitted an application to the _____ (Grantee) for financial assistance to [acquire] [rehabilitate] [convert] the building located at _____ (address). Because Federal funds are being used in this project, the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA) of 1970, as amended (URA) applies for tenants in residence at the time of application. However, as a new tenant, you will not be eligible for relocation benefits under the URA.

This notice is to inform you of the following information before you enter into any lease agreement and occupy a unit at the above address:

- You may be displaced by the project.
- You may be required to relocate temporarily.
- You may be subject to a rent increase.
- You will not be entitled to any relocation benefits provided under the URA. If you have to move or your rent is increased as a result of the above project, you will not be reimbursed for any such rent increase or for any costs or expenses incurred by you in connection with a move as a result of the project.

Please read this notification carefully prior to signing a rental agreement and moving into the project. If you should have any questions about this notice, please contact _____ (Grantee) at _____ (address and telephone number). Once you have read and have understood this notice, please sign the statement below if you still desire to lease the unit.

NOTE: ACKNOWLEDGEMENT OF THIS NOTICE IS MANDATORY WITH EACH RENTAL AGREEMENT. ALL ADULT OCCUPANTS MUST SIGN.

NAME: _____ ADDRESS AND UNIT NUMBER: _____
Print Name of Tenant

SIGNATURE (S): _____

ANNUAL INCOME: _____

HOUSEHOLD SIZE: _____

MOVE-IN DATE: _____

ATTACHMENT H
DEVELOPERS SEEKING LOAN
(Referred to as "CONTRACTOR" herein)
STATEMENT FOR PUBLIC DISCLOSURE

1. Name of CONTRACTOR:
2. Address and Zip Code:
3. Telephone:
4. Name of Principal Contact for CONTRACTOR:
5. Federal Identification Number or Social Security Number of CONTRACTOR:
6. If the CONTRACTOR is not an individual doing business under his own name, the CONTRACTOR has the status indicated below and is organized or operating under the laws of California as:
_____ A corporation (Attach Articles of Incorporation)
_____ A nonprofit or charitable institution or corporation. (Attach copy of Articles of Incorporation, Bylaws, and documentary evidence verifying current valid nonprofit or charitable status.)
_____ A partnership known as: _____

(Name)
Check one
☐ General Partnership (Attach statement of General Partnership)
☐ Limited Partnership (Attach Certificate of Limited Partnership)
_____ A business association or a joint venture known as:
_____ (Attach joint venture or business association agreement)
_____ A Federal, State or local government or instrumentality thereof.
_____ Other (explain)
7. If the CONTRACTOR is not an individual or a government agency or instrumentality, give date of organization:

8. Provide names, addresses, telephone numbers, title of position (if any) and nature and extent of the interest of the current officers, principal members, shareholders, and investors of the CONTRACTOR, other than a government agency or instrumentality, as set forth below:
- A. If the CONTRACTOR is a corporation, the officers, directors or trustees, and each stockholder owning more than 10% of any class of stock.
 - B. If the CONTRACTOR is a nonprofit or charitable institution or corporation, the members who constitute the board of trustees or board of directors or similar governing body.
 - C. If the CONTRACTOR is a partnership, each partner, whether a general or limited, and either the percent of interest or a description of the character and extent of interest.
 - D. If the CONTRACTOR is a business association or a joint venture, each participant and either the percent of interest or a description of the character and extent of interest.
 - E. If the CONTRACTOR is some other entity, the officers, the members of the governing body, and each person having an interest of more than 10%.

Name, Address and
Zip Code

Position Title (if any) and
percent of interest or description
of character and extent of interest

(Attach extra sheet if necessary)

9. Has the makeup as set forth in Item 8(a) through 8(e) changed within the last twelve (12) months. If yes, please explain in detail.

10. Is it anticipated that the makeup as set forth in Item 8(a) through 8(e) will change within the next twelve (12) months? If yes, please explain in detail.

11. Provide name, address, telephone number, and nature and extent of interest of each person or entity (not named in response to Item 8) who has a beneficial interest in any of the shareholders or investors named in response to Item 8 which gives such person or entity more than a computed 10% interest in the CONTRACTOR (for example, more than 20% of the stock in a corporation which holds 50% of the stock of the CONTRACTOR or more than 50% of the stock in the corporation which holds 20% of the stock of the CONTRACTOR):

Name, Address and
Zip Code

Position Title (if any) and
extent of interest

12. Names, addresses and telephone numbers (if not given above) of officers and directors or trustees of any corporation or firm listed under Item 8 or Item 11 above:

13. If funds for the development/project are to be obtained from sources other than the CONTRACTOR's own funds, provide a statement of the CONTRACTOR's plan for financing the development/project:

14. Provide sources and amount of cash available to CONTRACTOR to meet equity requirements of the proposed undertaking:

A. In banks/savings and loans:

Name, Address & Zip Code of Bank/Savings & Loan:

Amount: \$

B. By loans from affiliated or associated corporations or firms:

Name, Address & Zip Code of Bank/Savings & Loan:

Amount: \$

C. By sale of readily salable assets/including marketable securities:

<u>Description</u>	<u>Market Value</u>	<u>Mortgages or Liens</u>
	\$	\$

ATTACHMENT I
EVIDENCE OF COMPLIANCE WITH PREVIOUS HCD LOANS

Part A (to be completed by Applicant)

Project	Address	Total Funds	Purpose
1			
2			
3			
4			
5			
6			

Signed: _____

Date: _____

Part B - Affordability Restrictions (to be completed by HCD staff)

The Project(s) listed above is/are in Compliance: YES ☐ NO ☐

Comments: _____

Signed: _____

Date: _____

Part C - Contract Monitoring (to be completed by HCD staff)

The Project(s) listed above is/are current: YES ☐ NO ☐

Annual Reports are submitted when due: YES ☐ NO ☐

Comments: _____

Signed: _____

Date: _____

Part D – Residual Receipts Payment Record (to be completed by HCD staff)

Are Residual Receipts being received? YES ☐ NO ☐

Year	Amount Projected	Amount Received
2006		
2005		
2004		
2003		

Comments:

Signed: _____

Date: _____

ATTACHMENT J

TENANT CHARACTERISTICS FORM

PROJECT NAME: _____ BORROWER/DEVELOPER: _____ FUNDS (Please check): _____ HOME _____ CDBG _____ Other _____

PART A: To be completed by the applicant. +See reverse side for codes to use when completing this form.

Unit #	Tenant Name	Number of Bedrooms	Number of Occupants	Household Annual Income	Income Level ****	Income Source *****	Receive Sect 8? ***	Current Monthly Rent	Post- Rehab Rent	Ethnic Code *	Sex of Head of Household	Age of Head of Household	Handi- capped **	Occupants: Relationship by Sex & Age

(Please fill out additional sheets if necessary)

(1) ETHNIC CODES (*)

Race-Head of Household

11-White

12-Black/African American

13-Asian

14-American Indian/Alaska native

15-Native Hawaiian/Other Pacific Islander

16-American Indian/Alaska Native and White

17-Asian and White

18-Black/African American and White

19-American Indian/Alaska Native and Black/African American

20-Other Multi Racial

(2) HANDICAPPED CODES ()**

"H" = Hearing Impaired "V" = Visually Impaired "M" = Mobility Impaired

(3) SECTION 8 ASSISTANCE (*)**

If yes, please identify type: "C" = Certificate "V" = Voucher

(4) INCOME LEVELS (**) (Median Area Income (MAI) Limits Effective March 20, 2007**

CODE	Family Size:	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
"1"	Extremely Low (<30% MAI)	\$14,750	\$16,850	\$18,950	\$21,050	\$22,750	\$24,400	\$26,100	\$27,800
"2"	Very Low (35% MAI)	\$17,200	\$19,650	\$22,100	\$24,550	\$26,550	\$28,500	\$30,450	\$32,450
"3"	Low Income (50% MAI)	\$24,550	\$28,100	\$31,600	\$35,100	\$37,900	\$40,700	\$43,500	\$46,350
"4"	Lower (60% MAI)	\$29,500	\$33,700	\$37,900	\$42,100	\$45,500	\$48,850	\$52,250	\$55,600
"5"	Moderate (80% - MAI)	\$39,300	\$44,900	\$50,550	\$56,150	\$60,650	\$65,150	\$69,650	\$74,100
"6"	Above Moderate (115% MAI)	\$55,900	\$63,850	\$71,800	\$79,800	\$86,200	\$92,600	\$98,950	\$105,350

(5) INCOME SOURCE (***)**

Codes: "1" = Earned Income (Head of Household) "5" Social Security

 "2" = Earned Income (Joint) "6" Retirement Income (Other Pensions/Annuities)

 "3" = Investment Income (Interest/Dividends) "7" Redistributed Income (Unemployment, Welfare, Disability, SSI)

 "4" = Earned Investment (Rental Income)

ATTACHMENT K
SAMPLE BOARD RESOLUTION

[Letterhead of Applicant]

RESOLUTION OF BOARD OF DIRECTORS
OF

WHEREAS, this entity has a minimum of four directors who constitute a quorum for conducting organization business; the organization conducts quarterly board meetings; quarterly financial statements are reviewed by the board; and, the executive director and other paid staff do not serve as voting board members;

WHEREAS, ___ is a _____ [Status of Corporation, i.e. A Nonprofit Public Benefit Corporation, qualified pursuant to the provisions of Internal Revenue Code Section 501 (c) (3), etc.];

WHEREAS, _____, recognizes that the community at large, and especially low-income residents have many diverse needs for social, housing, education and other services;

WHEREAS, _____, is committed to effectively serving the communities referenced in the prior recital; and

NOW THEREFORE BE IT RESOLVED as follows:

1. That _____ is committed to providing safe, decent and affordable housing for persons of very low, low and moderate-income levels;
2. That on or about _____ 200____, the Board of Directors voted to authorize the _____ [title of person authorized], or his designee, to apply for and accept assistance of the Project located at _____ [address], for the purpose of obtaining financing and or a grant to provide for the _____

_____ [purpose, i.e. acquisition, rehabilitation, refinancing, tenant relocation, construction, etc.] of the Project, in an amount not to exceed _____ (\$_____) from the County of San Diego, Department of Housing and Community Development.
3. That the Board of Directors further voted to authorize the _____ [title of person], or his designee, to execute any and all documents required by the County of San Diego, Department of Housing and Community Development, including, without limitation, the Promissory Note, the Deed of Trust, the Regulatory Agreement, the Security

Agreement, the Development Agreement, the UCC Financing Statement, the Standard Agreement, Escrow Instructions, Disclosure Statements, and any and all other documents requested by the County of San Diego, Department of Housing and Community Development, to document and secure its loan and or grant.

4. That the Board of Directors further authorized the _____ [title of person], or his designee, to perform all acts and to do all things necessary, in the opinion of the County of San Diego, Department of Housing and Community Development to implement the funding and making of the Loan and/or Grant

I, the undersigned, certify that this Resolution was adopted at regularly or specially noticed meeting of the Board of Directors on _____, 200____, at which a quorum of the Board of Directors was present, and at which the requisite percentage of the quorum voted to adopt the Resolution and that the Resolution has not been rescinded, modified or canceled as of the date of my execution of the same and that it remains in full force and effect as of this date. I further understand that the County of San Diego, Department of Housing and Community Development is relying on the validity of this Resolution in taking the actions to process and approve the application.

I declare under penalty of perjury, under the laws of the State of California that the foregoing is true and correct.

Executed this _____ day of _____, 200____, at San Diego, California.

By: _____

Title: _____

ATTACHMENT L
***EQUAL OPPORTUNITY PROGRAM FOR CONTRACTORS DOING BUSINESS WITH THE
COUNTY OF SAN DIEGO***

The County of San Diego is committed to an Equal Opportunity Program pursuant to applicable State and Federal laws and guidelines, which provide Equal Opportunity in all activities of the agency, including the employment of individuals and firms which contract with The County of San Diego.

CERTIFICATE OF COMPLIANCE

(Name of Contractor)

As an authorized official for the above named Contractor, I hereby certify by the signature affixed to this document that said firm will comply with Executive Order 11246, Title VII of the Civil Rights Act of 1964, as amended, the California Fair Employment Practices Act and any other applicable Federal and State laws as well as any other applicable local, state and federal Equal Opportunity Programs.

Further, I am submitting an acceptable Equal Employment Opportunity Plan. This plan will address the affirmative actions that will be taken by this Contractor to eliminate any discriminatory outreach or hiring practices, if they exist and to introduce outreach and hiring practices to maximize employment opportunities for all qualified individuals.

Name of Authorized Official

Title

Signature of Authorized Official

Date

ATTACHMENT M
SCHEDULE AND ANALYSIS OF REAL ESTATE OWNED

To be attached to and made a part of the loan application on property at _____

Dated: _____

PROPERTY ADDRESS	NO. UNITS	LENDER NAME AND ADDRESS	LOAN NO.	CURRENT BALANCE	MARKET VALUE	ANNUAL RENTAL	ANNUAL TAXES & INS.	ANNUAL EXPENSES	ANNUAL PRIN. INT. PYMT	CASH FLOW
		1st:								
		2nd:								
		1st:								
		2nd:								
		1st:								
		2nd:								
		1st:								
		2nd:								
		1st:								
		2nd:								
		1st:								
		2nd:								

NOTE: If ownership on any above is shared, list prorated amounts above and explain percent shared under remarks below.

REMARKS:

ANNUAL
Monthly

ATTACHMENT N

SAMPLE HCD INSURANCE AND BOND REQUIREMENTS

The Contractor shall keep the Property and all improvements thereon insured by carriers at all times satisfactory to the County against direct physical loss, and such other hazards, casualties, liabilities and contingencies as the County may require and in such amounts and for such periods as the County shall require.

Without limiting Contractor's indemnification obligations under this Contract, Contractor shall provide and maintain at its own expense, during the term of this Contract, or as may be further required herein, the insurance specified in this Article. Contractor's insurance shall protect County from claims which may arise out of or result from Contractor's operations under the Contract and for which Contractor may be legally liable, whether such operations are performed by Contractor or by a Subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable.

Insurance proceeds and condemnation awards for any loss to or taking of the Housing Project shall be applied or utilized in a manner, which ensures that County's and Program interests are reasonably fulfilled.

a. **Contractor Insurance.** Within 10 working days prior to the inception of the contract Contractor shall submit to County certificates of insurance and appropriate separate endorsements to the actual insurance policy, evidencing that the Contractor has obtained for the period of the Contract insurance in the following forms of coverage and minimum amounts specified from insurance carriers with an A. M. Best rating of A VII and above or proofs of self funding or a self insurance program.

1. An occurrence policy of Commercial General Liability insurance insuring Contractor against liability for bodily injury, including death, personal injury or property damage arising out of all operations of the Contractor during the execution of the said contract of not less than two Million Dollars (\$2,000,000) per occurrence. The County of San Diego, its officers, agents, employees, and volunteers shall be added as Additional Insured by separate endorsement to the policy.

2. Statutory Workers' Compensation insurance along with Employer's Liability of not less than One Million Dollars (\$1,000,000).

3. A Comprehensive Automobile Liability Insurance policy for bodily injury, including death, and property damage which provides total limits of not less than one million dollars (\$1,000,000) combined single limit per occurrence applicable to all owned, non-owned and hired vehicles.

4. A standard fire policy including all risk or special form perils, in an amount of ninety percent 90% of the full replacement cost of the Building and Improvements, without deduction for depreciation, including costs of demolition and debris removal. Such policy or policies of insurance shall include coverage for (i) Contractor's merchandise, (ii) fixtures owned by Contractor, (iii) any items identified as improvements to the Premises constructed or owned by Contractor, and (iv) the personal property of Contractor, its agents and employees.

5. Rental income insurance which shall assure Contractor of receiving the minimum monthly rent from the time the Premises are damaged or destroyed by a risk insured against by the standard fire policy including all risk or special form perils, until such time as they are returned to a tenantable condition, with a minimum period of coverage of one (1) year.

b. **Subcontractor's Insurance.** All contractors, sub-contractors and/or design professionals of Contractor utilized to carry out the County funded program described herein shall have a valid contractor's license. Contractor shall make certain that any and all subcontractors hired by Contractor are insured in accordance with this Exhibit "A", Insurance Requirements, with insurance carriers that have an A. M. Best rating of A VII and above. If any subcontractor's coverage does not comply with the insurance provisions, Contractor shall indemnify and hold County harmless of and from any damage, loss, cost, or expense, including attorneys' fees, incurred by County as a result thereof. In addition to the foregoing, Contractor shall make certain that any and all subcontractors performing any excavation of the Project have Explosion, Collapse and Underground Damage Liability Insurance and coverage in the amount of One Million Dollars (\$1,000,000). Contractor shall include subcontractors under its policies or shall furnish separate certificates of insurance and endorsements for each subcontractor.

INSURANCE REQUIREMENTS

A. Required General Liability Insurance Coverage. Contractor shall procure either Comprehensive General Liability Insurance or Commercial General Liability Insurance in the amounts and form set forth below:

(1) Comprehensive General Liability Insurance. A policy of Comprehensive General Liability Insurance with a combined single limit (CSL) per occurrence of \$1,000,000 per occurrence; OR;

(2) Commercial General Liability Insurance. A policy of Commercial General Liability Insurance, which provides limits of:

- | | | |
|-----|--|-------------|
| (a) | General limit per Occurrence: | \$2,000,000 |
| (b) | General limit <u>Project Specific</u> Aggregate: | \$2,000,000 |
| (c) | Products/Completed Operations: | \$2,000,000 |
| (d) | Personal & Advertising Injury limit: | \$2,000,000 |

For either type of insurance, deductibles applying to liability coverages shall be declared to and approved by the County's Risk Manager.

(3) Required General Liability Policy Coverage. Any general liability policy provided by Contractor hereunder shall include the following coverage:

- (a) Premises and Operations
- (b) Products/Completed Operations with limits of two million dollars (\$2,000,000) per occurrence to be maintained for a (3) three years following Acceptance of the work by the County.
- (c) Contractual Liability expressly including liability assumed under this Contract.
- (d) Personal Injury Liability
- (e) Independent Contractors' Liability
- (f) Severability of Interest clause providing that the coverage applies separately to each insured, except with respect to the limits of liability, and that an act or omission by one of the named insureds shall not reduce or avoid coverage to the other named insureds.
- (g) Explosion, Collapse & Underground Damage Hazards (X, C & U)

(4) Required Endorsements. For either type insurance, coverage shall include the following endorsements, copies of which shall be provided to County:

(a) Additional Insured Endorsement. Any general liability policy provided by Contractor hereunder shall contain an endorsement which applies its coverage to the County, the members of the Board of Supervisors of the County and the officers, agents, employees and volunteers of the County, individually and collectively, as additional insureds.

(b) Primary Insurance Endorsement. The coverage afforded by the additional insured endorsement described above shall apply as primary insurance, and any other insurance maintained by the County, the members of the Board of Supervisors of the County, or its officers, agents, employees and volunteers, or any County self-funded program, shall be excess only and not contributing with such coverage.

(5) Form of General Liability Insurance Policies. All general liability policies shall be written to apply to all bodily injury, including death, property damage, personal injury and other covered loss, however occasioned, occurring during the policy term, and shall specifically insure the performance by Contractor of that part of the indemnity agreement contained herein relating to liability for injury to or death of persons and damage to property. If the coverage contains one or more aggregate limits, a minimum of 50% of any such aggregate limit must remain available at all times; if over 50% of any aggregate limit has been paid or reserved, County may require additional coverage to be purchased by Contractor to restore the required limits. Contractor may combine primary, umbrella and as broad as possible excess liability coverage to achieve the total limits indicated above. Any umbrella or excess liability policy shall include the Additional Insured Endorsement described above.

B. Builder's Risk Insurance. Contractor shall provide Builder's Risk Insurance as follows:

(1) Coverage shall be provided on an "all-risk" or special form basis (including the perils of earthquake and flood, unless waived by the County).

(2) Coverage shall be provided on the work and materials which are the subject of this Contract, whether in process or manufacture or finished, including "in transit" coverage to the final agreed-upon destination of delivery, and including loading and unloading operations, and such coverage shall be in force until the work and materials are accepted by the County.

(3) County shall be named as an additional insured and/or loss payee as its interest may appear at the time of loss.

(4) Coverage shall be in an amount no less than the full replacement value of the property at the time of loss.

(5) The deductible shall not exceed \$10,000, or such amount that is commercially available, per occurrence and shall be borne by the Contractor, except higher deductibles for earthquake and flood may be approved by the County.

(6) Loss, if any, shall be adjustable with and payable to the County as trustee for all entities having an insurable interest, except in such cases as may require payment of all or a proportion of such insurance to be made to a mortgagee as its interest may appear.

(7) If Contractor fails to maintain such insurance as is called for herein, the County, at its option, may order the County Contractor to suspend work at Contractor's expense until a new policy of insurance is in effect and on file with the County.

C. Comprehensive Automobile Liability Insurance. Contractor shall procure Comprehensive Automobile Liability Insurance written for bodily injury, including death, and property damage, however occasioned, occurring during the policy term, in the amount of not less than One Million Dollars (\$1,000,000), combined single limit per occurrence, applicable to all owned, non-owned and hired vehicles. This coverage shall include Contractual Liability.

D. Statutory Workers' Compensation and Employer's Liability Insurance. Unless Contractor is a sole proprietorship, Contractor shall maintain a policy of California Workers' Compensation coverage in statutory amount and Employer's Liability coverage for no less than one million dollars (\$1,000,000) per occurrence for all employees of Contractor engaged in services or operations under the Contract. Coverage shall include the following endorsements, copies of which shall be provided to the County:

(1) Broad Form All-States endorsement

(2) Waiver of Subrogation endorsement

E. Professional Errors and Omissions Liability Insurance. If Contractor provides and/or engages the services of any type of professional, including, but not limited to, engineers and architects, whose failure due to a mistake or deficiency in design, formula, plan, specifications, advisory, technical or other services could result in liability, Contractor or Consultant shall obtain professional errors and omissions liability insurance in an amount of not less than one million dollars (\$1,000,000). If this policy contains a self retained limit, it shall not be greater than Ten Thousand Dollars (\$10,000) per occurrence/event; if the coverage contains one or more aggregate limits, a minimum of 50% of any such aggregate limit must remain available at all times; if over 50% of any aggregate limit has been paid or reserved, County may require additional coverage to be purchased by Consultant to restore the required limits. The policy shall include limited contractual liability coverage. This coverage shall be maintained for a minimum of two (2) years following termination or completion of Contractor's work pursuant to the Agreement.

F. Policy Terms and General Provisions.

(1) Certificates of Insurance. Contractor shall, as soon as practicable following the placement of insurance required hereunder, but in no event later than the effective date of the Contract, deliver to County certified copies of the actual insurance policies specified herein, or certificates evidencing the same, together with appropriate separate endorsements thereto, evidencing that Contractor has obtained such coverage for the period of the Contract. Thereafter, copies of renewal policies, or certificates and appropriate separate endorsements thereof, shall be delivered to County within thirty (30) days prior to the expiration of the term of any policy required herein. Contractor shall permit County at all reasonable times to inspect any policies of insurance of Contractor, which Contractor has not delivered to County.

(2) Claims Made Coverage. If coverage is written on a "claims made" basis, the Certificate of Insurance shall clearly so state. In addition to the coverage requirements specified above, such policy shall provide that:

(a) The policy retroactive date coincides with or precedes Contractor's commencement of work under the Contract (including subsequent policies purchased as renewals or replacements).

(b) Contractor will make every effort to maintain similar insurance during the required extended period of coverage following expiration of the Contract, including the requirement of adding all additional insureds.

(c) If insurance is terminated for any reason, Contractor shall purchase an extended reporting provision of at least two years to report claims arising in connection with the Contract.

(d) The policy allows for reporting of circumstances or incidents that might give rise to future claims.

(3) Waiver of Subrogation. The insurer shall waive all rights of recovery or subrogation against County, its agents, officers and employees, which might arise by reason of any payment under the policies. Contractor hereby waives all rights to recovery against County on account of loss or damage occasioned to Contractor or others under Contractor's control to the extent such loss or damage is insured against under any insurance policies, which may be in force at the time of the loss or damage.

(4) Notice of Cancellation or Change of Coverage. All certificates of insurance provided by Contractor must evidence that the insurer providing the policy will give Owner thirty (30) days' written notice, in advance of any cancellation, lapse, reduction or other adverse change respecting such insurance.

CONTRACTOR'S BONDS.

A. Contract Bonds. Prior to commencement of construction, Contractor shall file with the County on the approved forms, the two surety bonds in the amounts and for the purposes noted below, duly executed by a reputable surety company satisfactory to County, and Contractor shall pay all premiums and costs thereof and incidental thereto, as security for payment of persons named in California Civil Code Section 3181 or amounts due under Unemployment Insurance Code with respect to Work or Labor performed by any such claimant. All alterations, time extensions, extra and additional work, and other changes authorized by the Specifications, or any part of the Contract, may be made without securing consent of the surety or sureties on the contract bonds. Each bond shall be signed by both Contractor and the sureties.

(1) The "payment bond for public works" shall be in an amount of one hundred percent (100%) of the Contract price, as determined from the prices in the bid form, and shall inure to the benefit of persons performing labor or furnishing materials in connection with the work of the proposed Contract. This bond shall be maintained in full force and effect until all work under the Contract is completed and accepted by the County, and until all claims for materials and labor have been paid.

(2) The "performance bond" shall be in an amount of one hundred percent (100%) of the Contract price as determined from the prices in the bid form, and shall insure the faithful performance by Contractor of all work under the Contract. It shall also insure the replacing of, or making acceptable, any defective materials or faulty workmanship.

B. Qualification of Sureties. Should any surety or sureties be deemed unsatisfactory at any time by the County, notice will be given Contractor to that effect, and Contractor shall forthwith substitute a new surety or sureties satisfactory to the County. No further payment shall be deemed due or will be made under the Contract until the new sureties qualify and are accepted by the County.

ATTACHMENT O

COUNTY OF SAN DIEGO DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT AFFIRMATIVE FAIR HOUSING MARKETING PLAN

1. DEVELOPMENT INFORMATION

Development Name _____		Contact Person _____	
Address _____	City _____	State _____	Zip _____
Telephone No. _____	Fax No. _____	Census Tract _____	Council District _____

2. MANAGING AGENT

Firm Name _____		Contact Person _____	
Address _____	City _____	State _____	Zip _____
Telephone No. _____	Fax No. _____	E-Mail _____	

3. PROJECT DATA

Total Number of Units _____: please break down below:

	<u>Market Rate</u>	<u>Low Income</u>	<u>Very Low Income</u>
0 Bedroom	_____	_____	_____
1 Bedroom	_____	_____	_____
2 Bedroom	_____	_____	_____
3 Bedroom	_____	_____	_____
4 Bedroom	_____	_____	_____

Check: Multifamily _____ Single Family _____

Project Type: (Check One) Seniors _____ Family _____ Mixed _____

Please indicate the date when rehabilitated or newly constructed units will be available for occupancy: _____.

4. **DIRECTION OF MARKETING ACTIVITY**

Indicate below which group(s) in the housing market area is least likely to, because of location and other factors, apply for the housing without special outreach efforts.

- ☐ White
- ☐ Black/African American
- ☐ Asian
- ☐ American Indian/Alaska native
- ☐ Native Hawaiian/Other Pacific Islander
- ☐ American Indian/Alaska Native and White
- ☐ Asian and White
- ☐ Black/African American and White
- ☐ American Indian/Alaska Native and Black/African American
- ☐ Other Multi Racial

5. **MARKETING PERSONNEL AND BACKGROUND INFORMATION**

Name of Developer/Marketing Agent

Contact Person

Address

City

State

Zip

Telephone No. _____ Fax No. _____ E-Mail _____

Please list developments marketed within the past two years:

Name	Address	Type	No. Units	% Subsidy	Marketing Duration
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

6. **MARKETING EFFORTS**

For the subject development, how many units are to be leased through marketing efforts? (Units remaining after current residents are given preference.) _____.

How many months do you anticipate it will take for the development to attain 95% occupancy?

7. **DEFINITION OF THE MARKET**

Define below the geographic area from which the majority of new tenants will be attracted. Please provide a map outlining the primary market area.

Provide a demographic description of tenants in the development area (include ethnicity, age, income, family size) who you intend to attract to the subject development.

8. **MARKETING ACTIVITY AND OUTREACH EFFORTS**

Please check one or more of the following describing marketing activities planned for the subject development.

<input type="checkbox"/> Brochure*	<input type="checkbox"/> Billboard
<input type="checkbox"/> Newspaper Ads**	<input type="checkbox"/> Mass Mailing
<input type="checkbox"/> Public Relations	<input type="checkbox"/> Radio Ads
<input type="checkbox"/> Television Ads	<input type="checkbox"/> Other (specify)

* Attach vendor cost estimates for design and printing.

** Attach preliminary advertising schedule and budget.

(The Fair Housing trademark and/or logo must be used in all newspaper ads and publications.)

NAME OF NEWSPAPERS, RADIO OR T.V. STATIONS	RACIAL/ETHNIC IDENTIFICATION OF READER/AUDIENCE	SIZE OR DURATION OF ADVERTISING
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

9. **COMMUNITY CONTACTS**

If the applicant chooses to use community contact as part of its outreach program, it is understood that contact with the group or organization listed below will be established and maintained throughout the initial marketing campaign and subsequent marketing efforts. If more space is needed, attach an additional sheet.

1. Name of Group or Organization
2. City, State, and Zip Code
4. Racial/Ethnic Identification
5. Approximate Date of Contact or Proposed Contact

	GROUP 1	GROUP 2
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

10. **ADDITIONAL MARKETING ACTIVITIES** (signs and Fair Housing Poster)

Will there be a sign at the development site? Yes _____ No _____

If yes, will the Fair Housing trademark and/or logotype be used? Yes _____ No _____

Will the development have any of the following? (please check): Rental Office _____

Model Units _____

Other (specify) _____

In all areas checked, the Fair Housing Poster must be conspicuously displayed.

11. **EXPERIENCE AND STAFF INSTRUCTIONS**

Does your organization have experience in marketing housing to the targeted group(s) you identify in this plan?

Yes _____ No _____

Training of your organization's staff must include Fair Housing Law and its regulations, outreach and Fair Housing marketing. Make a statement below regarding how this was or will be accomplished.

It is understood that the plan outlined herein is established for residential development to provide housing for low and very low-income residents. In implementing this plan, the Owner/Developer and Marketing/Managing Agent signing below will abide by all rules and regulations of the federal Home Investment Partnership Program (HOME) when applicable, and the income and affirmative marketing requirements of HCD.

Owner/Developer:	_____	_____
	Name (print)	Title
	_____	_____
	Signature	Date
Marketing/Managing Agent	_____	_____
	Name (print)	Title

**COUNTY OF SAN DIEGO DEPARTMENT OF HOUSING AND
COMMUNITY DEVELOPMENT**

Approved by:	_____	_____
	Name (print)	Title
	_____	_____
	Signature	Date

ATTACHMENT P

MANAGEMENT PLAN CHECKLIST

The developer will be required to submit a Management Plan for review and approval by County HCD. The reader's attention is called to HOME Program Regulations 24 CFR 92.253, which require certain tenant and participant protections for all rental housing funded by the HOME Program and to the HCD requirement for a crime-free element in the Management Plan (as described on page 6). Also required is a copy of the sample lease agreement and any addenda.

The Management Plan is required to follow the format below.

Management

- ☐ Role and Responsibility of the Owner and/or Delegation of Authority of the Managing Agent
 - ☐ Description of Site/Units
 - ☐ Scope of Duties
 - ☐ Changes in Management
- ☐ Personnel Policy and Staffing Arrangements
 - ☐ Hiring and Personnel Policies
 - ☐ Projected Staffing (On-Site Manager 16 or more units)
 - ☐ Training and Monitoring
 - ☐ Hiring of Residents
- ☐ Maintaining Adequate Accounting Records and Handling Necessary Forms and Vouchers
 - ☐ Accounting Basis
 - ☐ Collections and Disbursements
 - ☐ Contracting, Purchasing, Cost Controls
 - ☐ Compliance and Reporting
 - ☐ Vacancies and Rent Losses
 - ☐ Security Deposits
- ☐ Provisions for Update of Management Plan
- ☐ Insurance

Occupancy

- ☐ Plan and Procedures for Publicizing and Achieving Early and Continued Occupancy
 - ☐ Outreach (Affirmative Fair Housing Marketing/Advertising)
 - ☐ Resident Selection
 - ☐ Waiting List
 - ☐ Orientation
- ☐ Procedures for Determining Resident Eligibility and for Certifying and Annually Recertifying Household Income and Size
 - ☐ Initial Certification
 - ☐ Recertification
 - ☐ Changes in Eligibility During Occupancy
 - ☐ Leasing Procedures
- ☐ Rent Collection
 - ☐ Rent Payment
 - ☐ Late Rents
 - ☐ Rent Increases
- ☐ Procedure for Appeal, Grievance and Eviction
 - ☐ Right to Hearing
 - ☐ Eviction Procedures
- ☐ Plans for Enhancing Resident-Management Relations
 - ☐ Resident Organization(s)
 - ☐ Community Room
 - ☐ Auxiliary Program

Maintenance and Security

- ☐ Construction Follow-Up
- ☐ Maintenance Programs
 - ☐ Maintenance Duties
 - ☐ Maintenance Supervision and Performance
 - ☐ Tools
 - ☐ Resident Maintenance Requests
 - ☐ Resident Neglect and Abuse
 - ☐ Reconditioning for New Residents
 - ☐ Preventive Maintenance
 - ☐ Emergency Maintenance
 - ☐ Gardening and Landscape
 - ☐ Contract Maintenance
 - ☐ Maintenance Stock Control
- ☐ Security

Attach the Affirmative Fair Housing Marketing Plan

Notice of Funding Availability

Supplement

**(Available Through Consultation with HCD
Staff)**